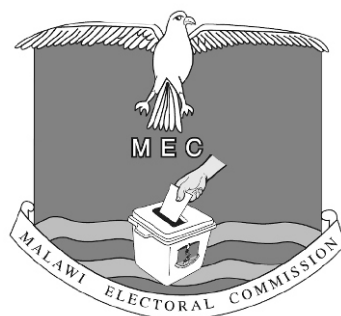




Malawi Electoral Commission

**THE 2025
GENERAL ELECTION OPERATIONAL PLAN**

LILONGWE

JUNE 2023

MALAWI ELECTORAL COMMISSION 2021-



Hon Chairman, Justice Dr Chifundo Jairus
Kachale



Commissioner Richard Chapweteka



Commissioner Dr Emmanuel Fabiano



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Commissioner Caroline Mfuné



Commissioner
Dr Anthony John Mukumbwa



MALAWI ELECTORAL COMMISSION

**THE 2025
GENERAL ELECTION OPERATIONAL PLAN**

LILONGWE

JUNE 2023

MEC Executive Management



Andrew Mpesi
CHIEF ELECTIONS OFFICER



Andrew Kamkwala
DEPUTY CHIEF ELECTIONS OFFICER
(FINANCE AND ADMINISTRATION)



HARRIS POTANI
DEPUTY CHIEF ELECTIONS OFFICER
(OPERATIONS)

VISION STATEMENT

A professional and trusted electoral management body that delivers credible elections in Malawi.

MISSION STATEMENT

To deliver credible elections according to the laws of Malawi to entrench democratic values by implementing MEC's activities in a free, fair, transparent, cost-effective and inclusive manner.

Accountability	MEC shall accept responsibility for its actions taken in the course of work.
Excellence	MEC shall strive to perform above set standards in service deliver.
Impartiality	MEC shall insist on taking an objective view in the handling of all issues without prejudice and bias.
Inclusivity	MEC shall endeavour to actively accommodate and promote participation of the excluded and marginalised members of society.
Independence	MEC shall exercise its best judgement without taking directives from or being controlled by any person or authority.
Innovation	MEC shall strive for the introduction and acceptance of new ideas and methods that add value to how it delivers on its mandate.
Integrity	MEC shall carry out electoral activities with utmost honesty and in a truthful manner; and take all reasonable measures to prevent wilful wrongdoing by its staff; and ensure compliance and respect for electoral laws and other laws of the country.
Professionalism	MEC shall execute its mandate with a high level of technical competence by emphasising on building a team of highly motivated and disciplined staff; adherence to standards of trade; defined code of conduct as well as reflecting on general qualities that characterise accepted good practice.
Responsiveness	MEC shall be alert to developments in the environment and respect and attend timely to the views and concerns raised by all stakeholders.
Teamwork	MEC shall endeavour to collaborate in all its work in MEC and with all stakeholders.
Transparency	MEC shall emphasise the conduct of its business in adherence to protocols that assure objectivity, openness, and visibility in all electoral and other processes to stakeholders.

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ACRONYMS

ACB	Anti-Corruption Bureau
BRIDGE	Building Resources in Democracy, Governance and Elections
CEO	Chief Elections Officer
CMD	Centre for Multiparty Democracy
CVE	Civic and Voter Education
DC	District Commissioner
DEST	District Elections Supervisory Team
DGP	Democratic Governance Programme
EMB	Electoral Management Body
ETF	Elections Task Force
EU	European Union
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome
ICT	Information Communication Technology
LGEA	Local Government Elections Act
MACRA	Malawi Communications Regulatory Authority
MDAs	Ministries, Departments and Agencies
MECA	Malawi Electoral Commission Act
MEC	Malawi Electoral Commission
MPLC	Multiparty Liaison Committee
NECOF	National Elections Consultative Forum
NRB	National Registration Bureau
NRIS	National Registration and Identification System
PPLGEA	Presidential, Parliamentary and Local Government Elections Act
SP	Strategic Plan
TOT	Trainer of Trainers

CHAIRMAN'S FOREWORD



The conduct and management of elections in Malawi is a complex activity that requires proper planning, collaboration and precise execution. The Malawi electoral environment is however, guided by a comprehensive legal framework from which the Commission draws its mandate. In addition to the Constitution, the Malawi Election Commission Act, the Presidential, Parliamentary and Local Government Elections Act and the Political Parties Act are the other pieces of legislation that guide the conduct of elections.

Since the adoption of multiparty democracy in 1993, Malawi has had general elections in 1994, 1999, 2004, 2009, 2014 and 2019. Local Government Elections were also held in 2000, 2014 and 2019. In June 2020, following the annulment of the 2019 Presidential elections, Malawi held Fresh Presidential Elections. Other than these elections, there several parliamentary and local government by-elections have been held in between the major elections. To ensure smooth preparations and delivery of the 2019 General Elections, MEC developed its first Elections Operational Plan (EOP). An EOP is a detailed blueprint and or an integration of activities that are implemented in the management of elections. Apart from aligning the activities to the electoral cycle, it profiles stakeholders that will participate in the implementation within specified timelines. Elections operational planning guides the management of elections as a process and not as an event and forms the basis for electoral cycle budgeting and financing. In preparation for the forth-coming general elections, MEC has developed the 2025 General Elections Operational Plan. The development of this is plan has been informed by the previous EOP, recent pronouncements by the Courts, legal reforms and international best practices.

This EOP is tool for the implementation of the Commission's 2023-2028 Strategic Plan by providing step by step processes in the preparation, implementation and evaluation of electoral process for the 2025 General Elections. To implement the EOP, the Commission has committed itself not only to promote cost effective, free, fair and credible elections but also ensure and guarantee full participation of all stakeholders in the electoral process. The Commission recognises the pivotal role of creating and sustaining strategic partnerships and collaborations for the successful implementation of this plan.

Lastly, I wish to acknowledge the efforts by the Secretariat in developing this Elections Operational Plan, and call upon all key stakeholders to support the implementation of the EOP.

**Justice Dr. Chifundo Jairus Kachale,
Chairman, Malawi Electoral Commission.**

THE CHIEF ELECTIONS OFFICER'S OVERVIEW



The 2025 General Elections Operational Plan brings together all operations of MEC to ensure seamless implementation of electoral activities and programmes. This plan has been developed to operationalise the MEC 2023-2028 Strategic Plan, that among others, aim at creating an environment that will facilitate delivery of credible elections.

The EOP seeks to strengthen collaboration and introduce improvements in the execution of MEC's mandate through Digitalization, Disaster Response Management, Safety and Security, Financing Sustainability and Enhanced Accountability. The key areas of focus include introduction of services contracts to services providers, technology adoption, integrated planning, responsive capacity building and continuous stakeholder engagement among others. The Plan takes into account recent occurrences of natural disasters and pandemics which had an impact in the conduct of elections in 2019 and 2020 and therefore prepares MEC for such eventualities in the run up to 2025.

In this regard, I wish to appeal to all members of staff to ensure that you implement all activities assigned to directorates in this Plan which is a roadmap towards the delivery of credible Elections. All efforts must be made to ensure that activities are implemented times, efficiently, effectively, impartially while fostering on teamwork. Lastly, I want to thank my colleagues at the secretariate for all their efforts to make this document a reality.

Andrew Mpesi
CHIEF ELECTIONS OFFICER

CHAPTER ONE: PREAMBLE

1.0 Introduction

The Malawi Electoral Commission (MEC) will in September 2025 conduct the seventh General Elections, after the adoption of multiparty democracy in 1993.

MEC adopted an electoral cycle approach to the implementation of its electoral activities. An electoral cycle approach is the management of elections, where elections are not considered as a continuous process rather than an event. This approach enables strategic management of the electoral processes. To conceptualise, plan, implement and monitor the electoral cycle approach, MEC developed a strategic plan to guide its operations from 2023-2028 and gives MEC strategic direction among others in the preparation and conduct of the 2025 General Elections. This EOP operationalises the strategic plan focussing on the operations leading to the conduct of the September 2025 General Elections.

This EOP is aligned to MEC's strategic direction as envisioned in the 2023-2028 Strategic Plan. The EOP is largely informed by the 2023-2028 Strategic Plan through the four pillars namely: Electoral Environment, Internal Business Processes, Electoral Operations and Information Management Systems and Monitoring and Evaluation. These pillars are anchored by strategic goals which will be operationalised through implementation of the strategic activities.

The EOP establishes key election priority activities, their relationships, dependences, and integrated timeframes. The plan also provides for a robust monitoring framework that enables review of progress made in implementation, timely identification and rectification of deviations and achievement of milestones. The plan takes cognisance of the fact that the conduct of elections has inherent risks and hence incorporates a risk management framework.

1.1 Background

The Malawi Electoral Commission (MEC) is a constitutional body created under Section 75 of the Constitution of the Republic of Malawi to supervise and direct the conduct of all statutory elections namely: Parliamentary, Presidential, Local Government and Referenda. In addition to this MEC is also responsible for determination of constituency and ward boundaries. The Commission discharges its mandate within a legal framework which comprises the Constitution of the Republic of Malawi, Malawi Electoral Commission Act (Cap. No. 2:02 of the Laws of Malawi),

Presidential, Parliamentary and Local Government Elections Act (Act No. 10 of 2023) and the Referendum Act (Act No. 6 of 2018) as key pieces of legislation. In addition to these pieces of legislation, there are other pieces of legislation which also have provisions relating to elections. These are: Political Parties Act (Act No. 1 of 2018) and the Malawi Citizenship Act (Cap. 15:01 of the Laws of Malawi). The elections are also regulated by Regulations and Codes of Conduct made and promulgated by the Minister of Justice on recommendation of MEC, to facilitate smooth conduct of its functions under the law.

The Commission is composed of a Chairman, who is a judge nominated in that behalf by the Judicial Service Commission, and such other members not being less than four and not more than six appointed by the President of the Republic in accordance with the Malawi Electoral Commission Act. MEC has a Secretariat which is headed by the Chief Elections Officer, who is also the Chief Executive Officer and is responsible for the day-to-day undertakings of MEC. The organisational structure of the Secretariat comprises the Office of the Chief Elections Officer, two main departments and eight directorates. These two main departments are Finance and Administration (Corporate) and Electoral Operations, each of which is headed by a Deputy Chief Elections Officer.

MEC has its Head Office in Lilongwe. Apart from the head office, MEC has three Regional Offices in Blantyre, Lilongwe and Mzuzu. In addition, MEC has District Elections Offices and these are housed in the city, municipal, town and district councils.

1.2 Purpose of the 2025 General Elections Operational Plan

The purpose is to identify material and human resources; identify, sequence and assign responsibilities for their implementation within the agreed timelines in readiness of the 2025 General Elections. Specifically, the 2025 General EOP has the following objectives:

- a) To identify key electoral activities for the forth coming 2025 General elections;
- b) To develop an implementation matrix for the identified priority activities;
- c) To establish timelines for the implementation of the identified priority activities;
- d) To identify risks and their mitigation measures;
- e) To promote integrated planning, budgeting and implementation of activities to achieve prudent utilisation of resources;
- f) To provide a monitoring and evaluation framework.

1.3 Methodology for Development of the Elections Operational Plan

MEC adopted a participatory and integrated approach in the development of the EOP that drew participation of all directorates and the Commission. A technical working group comprising members of staff from different directorates, which developed the elections operational plan between 16th and 20th May 2023. The development process involved literature review of several documents such as 2019 General Elections Operational Plan, 2023-2028 Strategic Plan and Elections Operational Plans from other EMBs among others. This was peer reviewed by Management and subsequently presented to the Commission for approval.

1.4 Lessons and Challenges from 2019 General Elections Operational Plan

The EOP for the 2025 General Elections Operational Plan builds on the achievements, challenges and lessons drawn from the 2019 General Elections Operational Plan. A summary of these is presented below:

1.4.1 Key Achievements

- a) **Establishment of an electronic clean and comprehensive voters' register.** For the first time, MEC established a voters' register for the 2019 General Elections using an electronic voter registration system;
- b) MEC strengthened human resources capacity through new recruitments and training of existing staff in several areas such as ICT cyber security, warehouse management, elections observations, attachments at other EMBs, benchmarking tours and BRIDGE training among others. Temporary staff were also specifically targeted with capacity building initiatives;
- c) MEC successfully conducted 2019 General Elections during the COVID-19 pandemic which threatened the electorate and the holding of elections
- d) MEC successfully conducted the 2020 Fresh Presidential Election (FPE) within the short period prescribed by the Constitutional Court Ruling;
- e) Documented and utilised lessons learnt from the management of 2019 General Elections and 2020 Fresh Presidential Elections to initiate reforms in the legal framework that guides the conduct of elections.

1.4.2 Challenges

Several challenges were encountered in the implementation of the 2019 General Elections Operational Plan as follows:

- a) Inadequate knowledge and understanding of electoral laws and processes on the part of the stakeholders. This resulted in a large number of complaints, disputes and litigations which proved costly;
- b) Inadequate and erratic financing from both Government and Development Partners resulting in incomplete or partial implementation of planned activities;
- c) **Elections Dispute Resolution System (EDRS).** MEC did not have adequate skilled staff and tools to manage the processes within the prescribed period. There were also protracted litigation processes on electoral disputes that were referred to the justice system and these delayed the resolution of electoral disputes within the timeframe of elections management;
- d) Weak implementation of service contracts for temporal staff and other service providers in the elections management.

The rest of the document is outlined as follows: Chapter two presents scope of election operational plan and key election activities by pillar and strategic goals; Chapter three outlines the risk management, monitoring and evaluation framework.

CHAPTER TWO: SCOPE OF THE ELECTIONS OPERATIONAL PLAN

2.0 Key Election Activities by Pillar and Strategic Goals

The key election activities are aligned to the specific goals, their pillars and reform areas that are derived from MEC's 2023-2028 Strategic Plan. The reform areas seek to enhance cost effectiveness in the implementation of the EOP and these are as follows:

- a) Digitalization of processes which will help reduce operational costs by minimising paper based and manual processes in the delivery of services;
- b) Disaster Response Management Framework which will ensure that the organization is prepared for any potential crisis;
- c) Safety and security measures which will ensure that personnel and assets are safe;
- d) Financing sustainability through expanded financial resource base which will ensure timely and full implementation of electoral activities;
- e) Enhanced accountability which will ensure transparency that will instil trust and confidence from the general public in MEC.

2.1 Critical Success Factors for the 2025 EOP

Successful implementation of this plan will be dependent on the following factors:

- a) Adequate staff complements with the required skills;
- b) Responsive governance structure;
- c) Adequate and timely funding of electoral activities;
- d) Adoption of appropriate electoral technology that will facilitate efficient and effective electoral processes will be in place for the elections;
- e) Continuous relevant support from stakeholders;
- f) Enabling legal framework.

2.2 The 2025 EOP Key Activities

Presentation of key electoral activities is structured along the lines of the strategic pillars of the 2023-2028 Strategic Plan. The pillars are as follows: Electoral Environment, Internal Business Processes, Electoral Operations, and Information Management Systems and Monitoring and Evaluation.

2.2.1 Pillar No 1: Electoral Environment

The objective of this pillar is to deliver justifiable, peaceful, free, fair, and credible 2025 General Elections. Specifically, this pillar focuses on the following three goals: legal framework, independence of MEC and levelling the playing field.

2.2.1.1 Strategic Goal No.1.1: Legal Framework

This goal aims at enforcing adherence to existing legal framework to deliver free, fair, credible, and cost-effective elections. The following key activities will be implemented to achieve and sustain the above-named goal.

Table 1. Legal Framework: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Develop electoral regulations	This activity will entail development of regulations for the conduct of elections as guided by the electoral legal framework	Electoral regulations developed
2	Review and align all existing electoral guidelines, processes, and forms to the assented amended electoral law	This activity will entail reviewing of guidelines, processes and forms based on amended electoral law	Number of Electoral guidelines, processes and forms reviewed
3	Compile and consolidate all updated electoral guidelines, processes, and forms	This activity will entail compilation of electoral laws, regulations and guidelines based on the amended electoral law	Number of Electoral Laws compiled.
4	Conduct training on electoral law, regulations, and guidelines	This activity will entail training staff and stakeholders on electoral legal framework	Number of staff and stakeholders trained by type of training
5	Publish and print the Electoral Laws	This activity will entail the production of compiled publications on the electoral law for ease of access by electoral stakeholders	Number of materials published by type
6	Initiate engagement meetings with Judiciary on Electoral Processes	This activity aims at orienting the Judiciary on the electoral processes	Number of Judicial officers trained.

2.2.1.2 Strategic Goal No.1.2: Independence of MEC

This goal aims at sustaining institutional independence while maintaining public accountability. MEC will continue to safeguard its independence by among other things, implementing the following activities:

Table 2. Independence of MEC: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Hold Engagement with Ministry of Justice and Constitutional Affairs on electoral legal framework clarifications and directions	This activity will entail engaging Ministry of Justice to clarify and provide directions on gaps identified in electoral legal framework	Number of engagement meetings
2	Hold engagement meetings with Ministry of Justice on Presidential Announcement to remove expiry dates on national identity cards	This activity will entail engaging the Ministry of Justice to provide directions on Presidential Announcement and conduct of voter registration	Number of engagement meetings
3	Finalise electoral Legal reforms	This activity will entail Legal reforms foster well-functioning institutions, laws, and regulations to improve the electoral environment and the operational independence of MEC	Number of engagement meetings

2.2.1.3 Strategic Goal No.1.3: Levelling of the Playing Field

The goal aims at promoting fairness and impartiality in the provision of services to all stakeholders. The following key activities will be implemented to achieve and sustain the above-named goal:

Table 3. Levelling of the Playing Field: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Conduct Training of Media Practitioners on Elections Reporting	This activity will entail building capacity of Media Managers on fair elections reporting	Number of Media Managers practitioners trained.
2	Brief CSOs and party officials and National Elections Consultative Forums (NECOF) on new constituency and ward boundaries	This activity will entail creating awareness among stakeholders on new constituency and ward boundaries	Number of institutions briefed

No.	Key Activity	Activity Description	Performance Indicator
3	Conduct stakeholders meeting on voter registration– NECOF	This activity will entail engaging various categories of NECOF membership on voter registration processes	Number of institutions engaged
4	Conduct stakeholders meeting on Inspection of Voters' Register– NECOF	This activity will entail engaging various categories of NECOF membership on inspection of voters' register	Number of institutions engaged
5	Conduct Stakeholders meeting on Nomination of Candidates– NECOF	This activity will entail engaging various categories of NECOF membership on Nomination of Candidates process	Number of institutions engaged
6	Accredit International and Local Observers	This activity will entail assessment of the International and Local Observers for accreditation	Number of International and Local Observers Accredited
7	Conduct Stakeholders' meeting - NECOF on State of election preparedness for polling	This activity will entail stakeholders on state of election preparedness for polling	Number of institutions engaged
8	Conduct Stakeholders Meeting on post-election evaluation– NECOF	This activity will entail seeking feedback from stakeholders on how elections were conducted	Number of institutions engaged
9	Conduct adhoc NECOF Meetings as and when need arises	This activity will entail engaging stakeholders on when urgent pertinent issues arise that need their attention	Number of institutions engaged

2.2.2 Pillar No 2: Internal Business Processes

The objective of this pillar is to strengthen institutional operations and financial sustainability through improved governance, leadership, and human and financial resources management. The objective of this pillar will be achieved through the following goals: leadership and corporate governance; financing sustainability; infrastructure, transport, and equipment; safety, security, and investigation; natural disasters, epidemics and calamities.

2.2.2.1 Strategic Goal No.2.1: Leadership and Corporate Governance

The aim of this goal is to enhance effectiveness of leadership and governance at all levels of election management, through implementation of the following activities:

Table 4. Leadership and Corporate Governance: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Descriptions	Performance Indicator
1	Build capacity of Commissioners and permanent staff.	The activity will enhance capabilities of the individual member of staff and improve the efficiency of the Commission.	Number of Commissioners and staff trained by type of training.
2	Design and print identity cards for staff and visitors	To enhance security and safety of MEC premises through controlled access	Number of staff provided with identity cards
3	Recruit Constituency Civic and Voter Education Assistants (CCVEAs)	This activity aims at recruiting temporary staff competitively as required by the procedures	Number of CCVEAs recruited by gender
4	Recruit temporary warehouse staff	MEC will during elections peak period recruit Temporary staff to supplement existing warehouse staff.	Number of temporary warehouse staff recruited by gender.
5	Build capacity of warehouse staff in electoral materials handling	Training of warehouse staff will provide the knowledge and skills necessary for staff to perform their duties effectively, efficiently thereby reducing the risk of errors and improving overall warehouse operations.	Number of warehouse staff trained by gender
6	Recruit a consultant on election management systems enhancements	MEC will embark on enhancing its operations to improve on efficiency and effectiveness hence recruitment of the consultant	Number of consultants recruited by type of system
7	Recruit Registration Supervisors	MEC will conduct registration of voters in more than 6,000 centres and will require the services of registration supervisors at each registration centre.	Number of Registration Supervisors recruited by gender
8	Commission new generators	MEC will engage Plant and Vehicle Hire and Engineering Services (PVHES) to certify the generators	Number of generators commissioned
9	Publicise electoral processes through the media	This aims at providing information to the public on electoral activities taking place	Number of electoral processes publicised by type of media
10	Publicise nomination of candidates through the media	This aims at providing information to the public regarding the process of nomination of candidates	Number media publications done by type
11	Recruit Master Trainers	Master trainers will be recruited to deliver training sessions during the conduct of electoral process	Number of trainers recruited by gender

No.	Key Activity	Activity Descriptions	Performance Indicator
12	Recruit Registration Staff/EMD Operators	MEC will conduct registration of voters in more than 6,000 centres and will require the services of registration staff.	Number of Staff/EMD Operators recruited by gender
13	Recruit EMD Technicians	MEC will conduct registration of voters in more than 6,000 centres and will require the services of technicians.	Number of Technicians recruited by gender
14	Conduct implementation support meeting with District Election Officers	This entail holding continuous engagement meetings with employees to agree on objectives, assess implementation of activities and resolve any challenges impacting on overall performance.	Number of meetings conducted.
15	Procure and provide facilities for implementation of activities	This involves procurement of working materials, facilities and airtime to enable staff provide services	Percentage of staff provided with required work facilities.
16	Recruit Temporary ICT Staff	MEC will require additional temporary ICT staff to supplement existing permanent staff.	Number of temporary IT staff recruited by gender
17	Implement service contracts for elections management temporal staff – continuous	This activity involves provision of equipment and facilities, field supervision, performance assessments and payment of remuneration	Number of times temporary staff paid.
18	Recruit Voters' Register Inspection staff	MEC will conduct inspection of voters register in more than 6,000 centres and will require the services of inspection staff for that purpose	Number of staff recruited by gender
19	Recruit of Constituency Returning Officers (CROs) and EMD Operators for nomination of candidates' processes	MEC will conduct nomination of candidates in all constituency tally centres and will require the services of CROs and EMD Operators.	Number of CROs and EMD Operators recruited by gender
20	Publicise the launch of elections and official campaign period	Through the Media, MEC will inform the public about launch and period of official campaign	Number of publications by type of media
21	Publicise polling activities	Through the Media MEC will inform the public about the polling processes	Number of publications by type of media
22	Advertise the recruitment of Presiding Officers	The Commission will advertise the position of presiding officers to competitively attract people of the right calibre to be engaged for the crucial role of presiding officers	Number of adverts run by type of media

No.	Key Activity	Activity Descriptions	Performance Indicator
23	Conduct interviews for the position of Presiding Officers	This involves subjecting candidates for the post of Presiding Officers to a competitive interview process.	Number of candidates invited by gender.
24	Recruit Polling staff	MEC will engage temporary staff as polling clerks in all polling station to facilitate the polling process	Number of Polling Clerks recruited by gender
25	Recruit Constituency Stores Assistants.	This involves development of job specifications, running adverts, shortlisting, conducting interviews and contract signing.	Number of Constituency Stores Assistants recruited by gender.
26	Recruit ICT Data Capture Staff for Results Management in, Constituency, Council and National Tally Centres	MEC will need the services of ICT Data Capture Staff to supplement the existing permanent staff in all tally centres during receipt and transmission of results after polling.	Number of ICT Staff recruited by type by gender.

2.2.2.2 Strategic Goal No.2.2: Financial Sustainability

The goal aims at establishing mechanisms within MEC, to ensure prudent financial management and reporting on resource utilization in compliance with the Public Finance Management Act. The following key activities will be implemented to achieve and sustain the goal:

Table 5. Financial Sustainability: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Descriptions	Performance Indicators
1	Manage finances using Integrated Finance Management Information System (IFMIS)	This involves capacity building, provision of support by ICT, management of financial transactions etc.	Number of reports submitted by type
2	Prepare 2022/23 Financial Statements	At the end of every fiscal year, the Commission is required to prepare Financial Statements in accordance with the Financial Management Act	2022/23 financial statements prepared and submitted (Yes or No)
3	Review and update the 2025 General Elections Budget	The General Elections Budget is spread over a period of three fiscal years and periodic reviews are conducted every six months to accommodate adjustments to the budget	Number of reviews done

No.	Key Activity	Activity Descriptions	Performance Indicators
4	Prepare and submit electoral cycle budgets and ORT budgets to the Ministry of Finance	MEC prepares ORT and General Elections budget for the proceeding next fiscal year and is submitted to Treasury for consideration.	Number of budgets submitted
5	Prepare and submit a procurement plan – 2025 General Elections and ORT materials (February and March annually)	The Public Procurement legal framework requires each MDA to prepare and submit its procurement plan for the forthcoming accounting year for planning purposes.	Number of procurement plans submitted.
6	Review and update the Procurement Plan for 2025 General Elections – annually, August and September	After six months from the beginning of each fiscal year, it is required that each MDA reviews its procurement plan so that amendments should be done to accommodate adjustments.	Number of reviews done
7	Procure Ballot Papers	The procurement of ballot papers will be guided by Public Procurement and Public Finance Management Acts	Percentage of ballot papers delivered on time by type of elections
8	Enforce financial and resources management policies to safeguard MEC resources	This activity focuses on enforcing all financial and resources management policies such periodic audits.	Number of Internal Audit Reports submitted
9	Hold engagement meetings with Ministry of Finance on strategic issues for the electoral cycle budget	MEC is required to prepare and submit to Ministry of Finance its strategic issues for the next fiscal year. The strategic issues form the basis in preparation of the budget.	Number of meetings held
10	Produce and submit monthly financial reports	MEC is required by the Public Finance Management Act to prepare Monthly Expenditure report and submit it to the Ministry of Finance.	Number of monthly financial reports submitted
11	Produce and submit quarterly financial reports	MEC is required by the Public Finance Management Act to prepare quarterly Expenditure reports and submit them to the Ministry of Finance.	Number of quarterly financial reports submitted
12	Build capacity of staff in System Applications and Products (SAP)/IFIMS	The Malawi Government through the Accountant General Department procured a new accounting software commissioned in 2020/2021 fiscal year and users need to be trained.	Number of staff trained in SAPs/IFMIS by gender
13	Engage relevant Parliamentary Committees on budgetary support	After MEC has submitted its annual budget to Ministry of Finance and before Parliament deliberates on the budget, it is required to meet the Parliamentary Committee on Statutory Bodies	Number of engagement meetings

No.	Key Activity	Activity Descriptions	Performance Indicators
		and explain how they intend to use the funds for the next fiscal year.	
14	Build capacity in financial management using IFMIS and other packages	This involves facilitating training for Staff in the Directorate of Finance in IFMIS and related packages	Number of staff trained in in IFMIS by gender
15	Build capacity in IFMIS to Internal Auditors	Training will provide the necessary skills to effectively audit financial processes, identify risks, and enhance financial governance.	Number of audit staff trained in IFMIS by gender
16	Conduct financial Audits	The audits will ensure integrity, security and safety of operations thereby enhancing overall effectiveness and credibility of MEC.	Number of financial audit reports
17	Conduct audit of Administrative Policies and Procedures	Audit will help in identifying risks, strengthen access controls, safeguard data and information and enhance incident response capabilities thereby creating a safe and secure environment for MEC and its stakeholders.	Number of administrative audits conducted
18	Conduct audit of Electoral Operations	Audit will identify and mitigate risks, ensure compliance with safety standards, safeguard assets, stakeholders, and electoral materials in accordance with electoral laws.	Number of audits on electoral operations conducted
19	Conduct study visits on Internal Audit in Electoral Environments	Visits will offer a platform of knowledge exchange, networking, benchmarking and professional development.	Number of study visit conducted
20	Engage External auditors annually	Audits will help to strengthen internal controls, identify safety and security threats and areas for improvement thereby enhancing trust, confidence, and accountability of MEC.	Number of audits reports submitted
25	External Audits -2024/25	Audits will help to strengthen internal controls, identify safety and security threats and areas for improvement thereby enhancing trust, confidence and accountability of the Commission.	External Audits for 2024/25 fiscal year conducted, and report filed.

2.2.2.3 Strategic Goal No.2.3: Infrastructure, Transport and Equipment

The strategic goal aims at ensuring that MEC has adequate infrastructure, vehicles and equipment to enable MEC to fulfil its mandate efficiently and effectively. The following key activities will be implemented to achieve and sustain the above-named goal:

Table 6. Infrastructure, Transport and Equipment: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity descriptions	Performance Indicators
1	Continuously update the asset register	This involves keeping records of assets and equipment with focus on monitoring their shelf life and where possible, disposal of obsolete ones.	Number of Reports on assets status
2	Procure warehouse facilities	This involves identifying warehousing requirements for MEC for storage of electoral materials during the peak period of electoral operations.	Number of warehouses procured
3	Procure Internal ID production equipment	MEC will require an equipment for ID production. This will commence with the development of technical specifications.	ID production equipment procured (Yes/No)
4	Procure printers and accessories for use in electoral processes	MEC will require printers and their accessories to enable assist in printing documents	Number of printers procured
5	Procure of GIS gadgets	MEC will procure GIS gadgets and applications systems to enhance efficiency and effectiveness in electoral logistics	Number of GIS gadgets procured
6	Procure testing kits for gas cylinder	MEC has more than 14,000 gas cylinders in stock. The kits will be used to check the condition of the canister and identify any leakages of gas hence mitigating the risk of pollution as well as fire.	Number of testing kits procured
7	Procure EMDs	A pilot exercise will be conducted to test operation of EMD technology and identify challenges and adapt them before full scale procurement. The target number is 20 pieces.	Number of EMDs procured
8	Manage motor vehicle maintenance and repair	Regular and scheduled maintenance and repair of motor vehicles fleet for MEC to ensure safety, and dependability and fuel efficiency as well as return vehicle value	Number of motor vehicles maintained and repaired
9	Service generators	MEC will carry out routine servicing of portable generators in its stock at least every three months, to maintain them in good operating condition and sustain the value of the generators.	Number of generators serviced
10	Procure office equipment's and other supplies	MEC will require office equipment and other supplies to cater for the expanded head count	Number of office equipment and supplies procured

No.	Key Activity	Activity descriptions	Performance Indicators
12	Procure ballot boxes, equipment, and non-sensitive materials	MEC will procure ballot boxes because of an increase in the number of polling stations and this will also be extended to non- sensitive materials.	Number of Ballot boxes, equipment and non-sensitive materials procured.
13	Procure of EMDs	MEC will need the services of this equipment for electoral operations. The target number is 6,000.	Number of EMDs procured
14	Procure of CVE equipment	For effective and efficient civic and voter education, MEC will need adequate equipment.	Number of pieces of CVE equipment procured
15	Procure sensitive polling materials	Adequate polling materials and ballot papers will be required for the elections.	Number of sensitive polling materials procured by type
16	Procure motor vehicles to facilitate operations.	The operations motor vehicle fleet will require enhancement through replacement of disposed of units as well as additional stock to support the expanded scale of electoral operations	Number of motor vehicles procured by type.
17	Review and update Human Resource Management Systems	The use of HRMS will lead to improved efficiency and effectiveness of the Commission's HR management.	Human Resource Management System operational (Yes/No)
18	Enforce implementation of Performance Management Systems (PMS)	The use of PMS will lead to improved efficiency and effectiveness of MEC appraisal system.	Percentage of staff achieving minimum performance threshold.
19	Procure Warehousing and Stores Management Systems (WSMS)	This will entail development of system specifications, procuring services for design, testing and capacity building of staff	Warehouse and Stores Management System operational (Yes/No)
20	Procure Fleet and Fuel Management Systems (FFMS)	This will entail developing specifications and developing the system. Trial runs and trainings will be part of this	Fleet and Fuel Management System operational (Yes/No)
21	Procure voter registration and verification materials	This involves developing and procurement of voter registration and verification materials including their carrier backpacks	Number of pieces of Registration and verification materials procured by type
22	Procure service provider for the development of Video Clip on voter registration	MEC will use video clips as one of its modes in disseminating information to the electorate	Number of video Clips produced
23	Procurement SMS System	SMS facility will facilitate disseminating information to the electorate during inspection of voters' register and polling	Number of SMS sent.

No.	Key Activity	Activity descriptions	Performance Indicators
24	Procure broadcasting services of SMS for Voter Registration, Transfers, and Inspection	MEC will use SMS services with registered mobile network operators as one of its modes in disseminating information to the electorate	Percentage of registered voters using the SMS platform.
25	Facilitate meeting for Elections Transport Taskforce (ETT)	MEC will require a fleet of up to about 6,000 motor vehicles for electoral operations (Extending to registration, inspection and polling). To complement its own fleet, the Commission will rely on the ETT to facilitate mobilisation of transport from MDAs for electoral operations	Number of meetings held.
26	Carry out an assessment of motor vehicle availability in Councils for voter registration	MEC will need additional vehicles from councils and OPC to supplement the available fleet	Gap in Motor vehicle requirement.
27	Procure venue for presentation of presidential nomination papers	MEC will require a spacious hall for the receipt of nomination papers from Presidential candidates.	Venue procured (Yes/No)
28	Procure venue for National Tally Centre	MEC will require a purposive spacious hall for the receipt, consolidation, determination, and announcement of national election results.	Venue procured (Yes/No)
29	Procure an Interactive Voice Response Facility (IVR)	The facility will enhance the effectiveness and efficiency of interface and information sharing between MEC and the general public	Interactive Voice Response Facility (IVR) operational (Yes/No)

2.2.2.4 Strategic Goal No.2.4: Safety, Security and Investigation

Safety, Security, and Investigation goal aims at ensuring that the electoral process is conducted in a secure environment and that preventive measures are always taken to safeguard MEC, staff, assets, electoral materials, voters, and other electoral stakeholders. The following key activities will be implemented to achieve and sustain the above-named goal:

Table 7. Safety, Security and Investigation: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Descriptions	Performance Indicators
1	Build capacity of staff in risk management	The training will equip staff with the knowledge and skills to identify, assess and	Number of staff trained in risk management by gender

No.	Key Activity	Activity Descriptions	Performance Indicators
		manage safety and security risks associated with electoral processes.	
2	Strengthen security for MEC	This will involve recruitment, outsourcing, capacity building and procurement of equipment for the security management	Number of staff recruited.
3	Provide security in elections management	The involves provision of security during voter registration and inspection, candidate nomination, polling, and results management	Number of security personnel outsourced
4	Carryout orientation of security personnel on elections management processes	These will be done in form of Training of Trainers, orientation of security personnel.	Number of Security Personnel briefed on polling processes by gender

2.2.2.5 Strategic Goal No.2.5: Natural Disaster, Epidemics and Calamities

Natural Disaster, Epidemics and Calamities goal aims at establishing a framework within which the Commission to effectively and efficiently responds to unforeseen circumstances in a coordinated manner that facilitates uninterrupted service delivery. The following activities will be implemented to achieve and sustain the above-named goal:

Table 8. Natural Disaster, Epidemics and Calamities: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity descriptions	Performance Indicators
1	Install and manage Backing up and recovery management system	This involved a situation analysis, development of recovery strategies, procurement of equipment, capacity building and operationalisation	Systems back up operationalised updated and verifiable (Yes/No)

2.2.3 Pillar No 3: Electoral Operations

The objective of this pillar is to achieve excellency in managing elections and referenda, impartially, professionally, and transparently to attain public trust through increased participation of all stakeholders. MEC will conduct elections and referenda through adherence to existing legal framework and observance of international best practices.

This will further seek to strengthen collaboration with electoral stakeholders as a way of ensuring ownership of the processes.

2.2.3.1 Strategic Goal No.3.1: Review of Constituency and Ward Boundaries

This strategic goal aims at ensuring fair representation of citizens through the alignment of boundaries so that constituencies and wards contain, approximately equal numbers of voters eligible to register to vote. The following activities will be implemented to achieve and sustain above-named goal:

Table 9. Review of Constituency and Ward Boundaries: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Establish new registration centres	The activity involves confirmation of exiting centres and establishment of new registration centres. This follows the review of constituency and ward boundaries and also will entail collection of GIS coordinates for the centres, production and submission of the report to the Commission for adoption	Number of registration centres established.
2	Gazette the new boundaries for constituencies and wards, registration centres and constituency tally centres.	It is a requirement under the electoral laws for MEC to publish the boundaries for constituencies and wards, list of registration and constituency tally centres in the Government Gazette.	Boundaries for constituencies and wards, and list of registration and constituency tally centres gazetted (Yes/No).
3	Create awareness among political parties, traditional and religious leaders on the new constituency and ward boundaries, and the list of voter registration and constituency tally centres	this will involve creating awareness of the general public on new constituency and ward boundaries and list of voter registration and constituency tally centres. This will be done through engagement meetings at various levels.	Number of stakeholder institutions reached
4	Publish and disseminate the new constituencies and wards with their registration and constituency tally centres	This will involve packaging of information on new constituencies and wards with their registration and constituency tally centres using different modes of dissemination like booklets, fliers, atlases and online	Number of publications or online downloads disseminated

2.2.3.2 Strategic Goal No.3.2: Voter Information and Education

Active voter engagement is the bedrock of a healthy democracy. This strategic goal aims at ensuring that MEC has evidence based appropriate strategies for effective dissemination and delivery of voter information in a manner that is efficient, impartial, cost-effective, and inclusive. The following activities will be implemented to achieve and sustain the above-named goal:

Table 10. Voter Information and Education: Key Activities, Descriptions and Performance Indicators

No	Key Activity	Activity Description	Performance Indicator
1.	Review and update accreditation criteria, code of conduct, operational guidelines, and monitoring tools for civic and voter education service providers	This review will develop effective methods and approaches to improve the delivery of civic and voter education to stakeholders and increase accountability in the delivery CVE in electoral processes.	Number of documents produced by type (4 documents)
2.	Translate the electoral laws into different languages and in a format easily understood for public awareness	This will ensure that voters and other stakeholders access relevant information on electoral processes that is current and according to updated electoral laws in the Republic of Malawi.	Number of publications produced by language and type
3.	Develop the 2025 General Elections CVE plan	The plan will guide the delivery of CVE.	Number of copies of CVE Plan distributed
4.	Develop CVE materials and messages	This involves development of various materials to be used for CVE such as flyers, booklets etc. In addition, messages on election processes will be developed for dissemination	Number of CVE materials and messages developed by type
5.	Build capacity of CCVEAs on Voter Registration and Verification	This activity will entail building capacity of CCVEAs on voter registration process	Number of CCVEAs trained by gender
6.	Conduct study tours on CVE in other Electoral Management Bodies (EMBs)	The activity is a capacity building opportunity for staff to enhance their skillset and knowledge through learning from peers in the region and beyond. It also offers opportunity for networking and collaboration	Number of study tours undertaken
7.	Conduct sensitisation meetings with stakeholders on voter registration	This involves conducting sensitisation meetings to create awareness.	Number of stakeholders engaged in sensitisation meetings

No	Key Activity	Activity Description	Performance Indicator
8.	Recruit/accredit service providers for CVE	This activity is aimed at assessing the capacity of the potential civic and voter education providers. This will involve call for proposals, Physical/Field verification and accreditation	Number of CVE service providers accredited
9.	Accreditation of CVE service providers	This will entail evaluation of proposals to ensure that only those that meet the criteria and standards are recommended for accreditation.	Number of proposals meeting the criteria
10.	Present CVE materials developed on electoral laws for review by implementing partners, management and the Commission	This activity aims at sourcing stakeholder input on the content of the draft summarised electoral laws	Number of workshops done
11.	Procure design and production services for CVE materials registration and verification -	This will involve identification of the service provider, signing off of artworks and actual production	Number of CVE materials for voter produced by type
12.	Compile, print and publish the documents on summarised electoral laws	This activity ensures that electoral laws are accessible in one reference booklet/document	number of publications produced by type
13.	Establish a Taskforce to manage CSOs' Funding Proposal	This aims at enhancing the efforts in mobilizing resources for delivery of civic and voter education by CSOs	Taskforce to manage CSOs funding proposal in place (Yes/No)
14.	Review and update CVE Manual	This activity aims at updating the CVE manual to ensures that encompasses changes in electoral laws and strategic direction of the Commission	CVE Manual up to date (Yes/No)
15.	Review and validation for the media code of conduct.	This will entail updating the code of conduct for media to reflect the changes in the electoral legal framework, international best practices, and the Commission's strategic direction.	Revised Media of Code Conduct.
16.	Launch the 2025 General Elections	MEC will conduct press conference to inform and update the public about the launch of the 2025 General Elections	Number of slots by type of media
17.	Promote awareness of the electoral processes using Radio and Television	This will involve engagement of Radio and television service providers to air/broadcast jingles and notices on the electoral processes.	Number of jingles and notices broadcast/aired by services provider

No	Key Activity	Activity Description	Performance Indicator
18.	Training of CCVEAs on voter registration and verification	The Commission will engage CCVEAs to facilitate dissemination of voter information and education in constituencies. The CCVEAs will undergo training before deployment as part their orientation and capacity building process	Number of CCVEAs trained
19.	Carry out Auditions for CVE Service providers	This activity will entail identifying CVE service providers that are competent, qualified and have capacity to deliver. This also ensures transparency in the selection process.	Number of service providers assessed
20.	Sensitisation Meetings with Stakeholders on summarised electoral laws	This will involve meetings with stakeholders to seek clarifications and further information on electoral processes.	Percentage of stakeholders conversant with the electoral laws
21.	Develop the Elections Theme Song for 2025 General Elections	This will involve sourcing the best quality song that entices stakeholders' attention and emotions towards election processes.	Elections Theme Song for 2025 General Elections developed (Yes/No)
22.	Commission meeting to accredit CVE Service Providers	Identification of services providers have undergone approval process according to Commission's standing orders	List of accredited CVE service providers
23.	Conduct engagement meetings with Development Partners and stakeholders on CVE	Critical that the Commission maintains constant coordination with Development Partners	Number of meetings conducted
24.	Conduct orientation sessions for Accredited CSOs in Regions	Competent and well-trained CVE partners.	Number of accredited CSOs trained
25.	Unveiling of CVE Strategy for 2025 General Elections	Public awareness on CVE strategies used by the MEC	CVE Strategy unveiled
26.	Conduct sensitization meetings with traditional leaders, religious leaders and market leaders on Voter Registration	This activity will involve holding meetings with traditional leaders, religious leaders and market leaders on voter registration.	Number of stakeholders sensitised by type of institution
27.	Conduct public awareness campaigns	This will involve dissemination of information to the general public using CCVEAs, roadshow promoters, Drama groups, Music, etc.	Number of awareness campaigns conducted
28.	Distribute CVE materials on Voter Registration to the general public	This will involve distribution of CVE materials to different stakeholders and areas to creation of awareness	Number of voter registration CVE materials distributed by type

No	Key Activity	Activity Description	Performance Indicator
29.	Conduct supervision field visits to all service providers on awareness campaigns	This will ensure implementation of effective methods and approaches in the delivery of civic and voter education. The common methods include Drama groups, Roadshows, Music deployment- Outreach campaigns	Percentage of CVE service providers meeting the minimum requirements
30.	Carry out voter registration mobilisation and awareness campaigns using appropriate methods.	This widens the coverage of electoral stakeholders in the efforts to raise public awareness and delivery of electoral information.	Number of initiatives implemented in mobilising the general public on awareness campaigns by type.
31.	Conduct sensitization meetings with stakeholders on Voters' Register Inspection System	This activity is aimed at enhancing understanding and knowledge on the importance of voter verification processes. The meetings offer opportunity to stakeholders to seek clarifications and further information on electoral processes.	Number of stakeholders engaged by institution
32.	Distribute CVE materials for Inspection of Voters' Register to district and wards	This widens the coverage and reach to electoral stakeholders as they can refer to available CVE materials and where necessary gain in-depth understanding of electoral processes through the distributed materials	Number of CVE materials distributed by type
33.	Carry out mobilisation of the general public on awareness campaigns using appropriate methods	This widens the coverage of electoral stakeholders in the efforts to raise public awareness and delivery of electoral information.	Number of initiatives implemented in mobilising the general public on awareness campaigns by type.
34.	Engagement of Night Criers – Voters' Register Inspection	The Commission will engage Night Criers at village level to assist with delivery of electoral information in the efforts to raise public awareness in election processes	Number of Night Criers engaged
35.	Press Briefing by the Chairperson on the coming into effect of the new constituency and ward boundaries following dissolution of Parliament and Councils	The Commission will conduct a press briefing after dissolution to confirm and inform the electorate about the coming into effect of the new constituency and ward boundaries	Press Briefing conducted
36.	Hold an open day for Civic and Voter Education for 2025 General Elections	The activity serves to heighten and raise the level of awareness regarding activities for the conduct of the General Elections	Number of patrons registered

No	Key Activity	Activity Description	Performance Indicator
37.	Distribute CVE materials on polling to stakeholders	This widens the coverage and reach to electoral stakeholders as they can refer to available CVE materials and where necessary gain in-depth understanding of electoral processes through the distributed	Number of polling CVE materials distributed by type
38.	Conduct outreach Meetings with Market, Traditional and Religious Leaders	This activity is aimed at enhancing understanding and knowledge on the importance of voter verification processes. The meetings offer opportunity to stakeholders to seek clarifications and further information on electoral processes.	Number of outreach meetings conducted by type of institution
39.	Outreach public meetings with traditional and religious leader on polling	This activity is aimed at enhancing understanding and knowledge on the importance of voter verification processes. The meetings offer opportunity to stakeholders to seek clarifications and further information on electoral processes.	Number of outreach meetings conducted
40.	Conduct Roadshows for polling	Improved access to voter information	Number of roadshow promoters conducted
41.	Carry out mobilisation of the general public on awareness campaigns using appropriate methods	This widens the coverage of electoral stakeholders in the efforts to raise public awareness and delivery of electoral information.	Number of initiatives implemented in mobilising the general public on awareness campaigns by type.
42.	Awareness campaign using village night criers for polling	Increases engagements for the different stakeholders and gives an opportunity to raise public awareness in a unique way.	Number of awareness campaigns conducted
43.	Implement civic and voter education through different methods Community soccer bonanza for polling (Football/Netball)	This will be conducted using different methods in order to address different interests of the general public. The methods include sports bonanza, music, drama, poetry and comedy performances, traditional dances, Rock painting and vehicle branding	Number of civic and voter education events implemented by type of method
44.	Drama, music, comedy, poetry deployment for polling	This involves using different artists to disseminate information and raise awareness on polling	Number of service providers deployed
45.	Conduct traditional and cultural dance competitions	This involves using different traditional and cultural dances to disseminate information and raise awareness on polling	Number of local dance competitions conducted

No	Key Activity	Activity Description	Performance Indicator
46.	Supervision of other CVE service providers	This will ensure implementation of effective methods and approaches in the delivery of civic and voter education to stakeholders and increase accountability in the delivery of CVE in electoral.	Number of service providers supervised
47.	CVE rock painting and vehicle branding	This widens the coverage of electoral stakeholders in the efforts to raise public awareness and delivery of electoral information	Number of rocks painted and vehicles branded
48.	Conduct progress review of implementation of CVE activities	This will involve review of the implementation of CVE activities to draw areas of success and challenges	Number of implementation progress reviews conducted

2.2.3.3 Strategic Goal No.3.3: Voter Registration

This strategic goal aims at ensuring that MEC has a credible voter register in place. The goal also aims at ensuring that MEC devises mechanisms for efficient, credible, cost-effective, inclusive, and accessible voter registration processes within the prevailing legal framework. It also aims at fostering a strong cooperation with the National Registration Bureau (NRB) which is the main source of MEC's data for voter registration through the National Registration and Identification System (NRIS). The following activities will be implemented to achieve and sustain the goal:

Table 11. Voter Registration: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Compilation of Elections Management Device (EMD) specifications	This will involve developing specifications for the EMDs are duly outlined to guide the procurement processes	Revised EMD specifications compiled
2	Conduct engagement meetings with NRB on use of National ID Card - quarterly to monthly	This will promote effective planning for registration of voters as the ID card is used for identification of eligible voters during voter registration	Number of engagement meetings
3	Develop specifications for voter registration materials specifications	The activity developing specifications for materials to be procured for voter registration	Number of reports

No.	Key Activity	Activity Description	Performance Indicator
4	Review and update electoral processes, procedures, manuals, forms and other electoral materials	The activity will serve to ensure that electoral processes, procedures, reference manuals, forms and other electoral materials reflect the provisions in the electoral law and regulations	Number of publications produced by type
5	Procure electoral materials	This activity aims at receiving and verifying electoral materials procured for electoral operations so that the right quantities are received and quality is not compromised	Number of pieces of electoral materials procured by type
6	Conduct consultative meetings with stakeholders on introduction and use of EMD in Voter Registration	The activity will facilitate sharing of information on voter registration system enhancements and sourcing input from stakeholders on the EMDs and the voter registration system in general	Number of stakeholders consulted by type of institution
7	Build capacity of ICT staff in Voter Registration	The activity aims at enhancing the capacity and knowledge of staff to the ever changing and improving voter registration systems	Number of staff trained by gender
8	Carry out a trial run of the voter registration using EMD	This will involve identifying and resolving any emerging issues regarding the voter registration system before rolling out voter registration for 2025 General Elections	Number of issues identified and resolved
9	Review and update all manuals and forms in line with the outcomes of the trail run Voter Registration using EMDs	This will involve development of reference materials used for training and voter registration exercise	Number of manuals and forms developed
10	Print voter registration forms/materials	This will involve making available registration forms and materials	Number of voter registration forms and materials printed
11	Receipt and verification of electoral materials from suppliers	This activity will entail verification of electoral materials against specifications and receipt of the same	Materials verified and received from suppliers
12	Carry out preparation and packaging of voter registration materials for deployment	This will involve packaging of materials in specified boxes before delivery for use in the field as per requirement	Number of pieces of voter registration materials deployed by type
13	Build capacity of Master Trainers on electoral processes (TOT).	This will involve building capacity of Master Trainers who will in turn train field staff	Number of Master Trainers trained by gender.

No.	Key Activity	Activity Description	Performance Indicator
14	Build capacity of temporal staff for voter registration	This will involve Master Trainers in training field staff during voter registration	Number of temporal staff trained by gender.
15	Build capacity of Master Trainers from security agencies on electoral processes	This will involve building capacity of Mater Trainers within security personnel.	Number of security officers trained by gender.
17	Build capacity of security personnel on voter registration process	This will involve training of security personnel using Master Trainers	Number of Security officers trained voter registration process by gender.
18	Conduct briefing sessions for District Elections Supervisory Team (DEST) members on voter registration	This will involve briefing of members of DEST will be briefed on electoral processes.	Number of DEST members briefed by gender
19	Conduct orientation and planning meetings with District Commissioners (DCs)/Chief Executive Officers (CEOs) and District Elections Officers on voter registration	This will involve engaging DC/CEOs of councils and DEOs to plan for the voter registration field exercise.	Number of DC/CEOs and DEOs oriented by gender.
20	Build capacity of EMD Operators and Technicians on Voter Registration	This will involve training of EMD operators in the use of registration equipment and maintenance of registration equipment	Number of EMD Operators and Technicians trained by gender.
21	Gazette the notice of period for voter registration	The Commission is required by law to Gazette the period for voter registration. Gazette notice also serves to publicize and inform stakeholders on the dates of voter registration	Notice of voter registration gazette (Yes/No)
22	Submit names of Political Party and candidate Representatives and Election Observers to MEC for voter registration process	The electoral law provides that political parties and candidates interested to contest in elections as well as observers can monitor the registration processes through their representatives. The names of such representatives must be submitted to the Commission in advance for accreditation.	Number of Political Party and Candidate Representatives, independent observers registered by gender.
23	Build capacity of Training of Trainers (ToT) for Political Party/Candidate representatives and election observers on voter registration	This activity is aimed at enhancing stakeholders' knowledge in observing voter registration process	Number of political party / candidate representatives trained by gender.

No.	Key Activity	Activity Description	Performance Indicator
24	Build capacity of Voter Registration Centre Supervisors	MEC will train voter registration supervisors who will be in-charge of registration centres during registration of voters. These will be trained in voter registration processes and expected conduct by Master Trainers.	Number of Voter Registration Centre Supervisors trained by gender.
25	Set up Call Centre at the Head Office for Voter Registration	A call centre will be set up to give the opportunity to eligible registrants and the public to seek information and assistance regarding the voter registration exercise	Call Centre established (Yes/No).
26	Retrieve voter registration materials	This will involve retrieval of all registration materials and data from all centres upon completion of the registration exercise.	Number of pieces of voter registration materials retrieved by type.
27	Carry out registration of voters	This will entail the actual registration of voters at all registration centres. This will be carried out in six phases	Number of eligible voters registered by gender.
28	Implement service contracts for all EMD Operators, Police and Centre Registration Officers	Registration staff will be required to sign contracts for the services rendered.	Number of voter registration staff paid by gender.
29	Carry out field supervision of voter registration process	This will involve quality control and resolution of any emerging issues that can impact the voter registration process	Percentage of centres adhering to voter registration guidelines.
30	Carry out synchronisation of voter registration data from all councils into a consolidated national database	This involves merging of all the information from various centres to generate one database for generation of national voter register	National Voter registration database created (Yes/No).
31	Carry out data cleaning through consistency checks, validation and removal of duplicates	This will involve cleaning of data for consistency and duplicates to remove any inaccuracies identified	Preliminary voter register created (Yes/No).
32	Build capacity of Master Trainers on voters' register inspection	This will involve building capacity of Master Trainers before deployment to train registration staff	Number of Master Trainers trained by gender.
33	Build capacity of EMD Operators on voters' register inspection	This will involve training of EMD Operators before deployment to manage voter register inspection exercise.	Number of EMD operators trained by gender.
34	Build capacity of Registration Centre Supervisors on inspection of voters' register	this will involve training of Registration centre supervisors by Master Trainers	Number of Centre Supervisors trained by gender.

No.	Key Activity	Activity Description	Performance Indicator
35	Set up a Call Centre for inspection of voters' register	A call centre will be set up to give the opportunity to registered voters and the public to seek information and assistance regarding the voters' register inspection exercise	Call Centre for inspection of the voters' register established.
36	Open registration centres for inspection of voters' registers.	This involves making available copies of the voters register for each centre for registered voters to validate their personal details. This could also be done using a mobile application.	Number of broader issues resolved through voters register inspection.
37	Carry out field supervision of voter's register inspection	Supervision teams will provide implementation support to ensure quality control during inspection of voters register to ensure due processes are being followed and facilitate resolution of any emerging issues that can impact the process	Number of centres supervised that are adhering to set guidelines
38	Update the voter register after voters' register inspection, quality control and certification	The voters' register will be updated to incorporate any required changes as identified during the inspection of the voters' register field exercise	Clean Voters' Register constructed (Yes/No)
39	Commission the clean voters register	This involves adoption of the clean voters register by the Commission and launching of the same	Number of meetings held
40	Open a window for registered voters to transfer to new registration centres	This involves giving an opportunity to registered voters who need to transfer between centres to where they would cast their vote.	Number of transfers registered by gender
41	Retrieval of Applications for Voter Transfers application forms, copies of voter registers and equipment from Centres to MEC Head Office	Application for transfer forms will be retrieved from all centres at the end of the field voter transfer exercise for processing and effecting of transfers in the voters register system	Number of transfers of eligible voters completed by gender
42	Inspection of the interim voters' register in four phases	The interim voters' register will be made available in all centres to enable registered voters verify their details in the voters' register in readiness for polling.	Number of centres where inspection of the voters' register has taken place

2.2.3.4 Strategic Goal No.3.4: Electoral Inclusion

This strategic goal aims at fostering inclusion of marginalised electoral stakeholders through deliberate interventions. This will be achieved through putting in place processes that improve the

terms of participation in society, particularly for people who are disadvantaged, through enhancing opportunities, access to resources, voice and respect for rights. The following activities will be implemented to achieve and sustain the above-named goal:

Table 12. Electoral Inclusion: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Translate electoral laws into local languages (Chichewa, Yao and Tumbuka)	The activity will involve translate the laws into in major languages used across Malawi	Number of publications on electoral law produced by language and type of publication

2.2.3.5 Strategic Goal No.3.5: Nomination of Candidates

This strategic goal aims at ensuring that is a credible nomination process, that allows only eligible candidates to be nominated for election. The goal also aims at ensuring that MEC devises mechanisms for efficient, credible, cost-effective, inclusive, transparent, fair, and accessible nomination process within the prevailing legal framework. The following activities will be implemented to achieve and sustain the above-named goal:

Table 13. Nomination of Candidates: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Design and Develop Candidate Nomination System (CNS)	This involves developing a concept of the system, development through coding, trial run, validation and adoption by the Commission. Upload the system into the EMDs.	Candidate Nomination System (CNS) operation (Yes/No)
2	Procure venue for presentation of presidential candidates' nomination papers.	This will involve securing a spacious venue according to specifications to accommodate presidential candidates and their supporters, observers and the media during the presentation and receipt of nomination papers.	Venue for presentation of presidential candidates' nomination papers procured (Yes/No)
3	Gazette the notice of nomination fees	This will entail issuing a gazette notice of the nomination fees for aspiring at least six months before the date of receipt of nomination papers.	Notice on nomination fees gazette (Yes/No)

No.	Key Activity	Activity Description	Performance Indicator
4	Publicise in the media the gazetted nomination fees	This will entail popularizing the gazetted nomination fees in various media outlets at least six months before the date of receipt of nomination papers from aspiring candidates	Number of advert slots by type of media.
5	Providing access to nomination forms for Presidential, Parliamentary and Local Government election candidates through Council Elections Coordinators and Constituency Returning Officers.	This will entail making nomination forms accessible to aspiring candidates at the cost of nomination fees.	Number of nomination forms collected by candidates by type of election and by gender of the prospective candidate
6	Gazette notice of presentation of nomination papers - Presidential, Parliamentary and Local Government Elections.	This will involve announcing and gazetting the dates, time and venues for the receipt of nomination papers from aspiring candidates according to law.	Notice on presentation of nomination papers gazetted (Yes/No)
7	Build capacity of Training of Trainers in candidate nomination process	This will involve building the capacity of both permanent and temporary staff through specific training in handling nomination processes	Number of ICT Staff trained in nomination processes by gender.
8	Build capacity of EMD Operators in the process of nomination of candidates	This will involve building the capacity of EMD in handling nomination processes and their expected conduct during the processes in order to support Returning Officers.	Number of EMD Operators trained by gender.
9	Build capacity of DC/CEOs, DEYS, OCs and CROs in nomination of candidates' process	This will involve training of both permanent and temporary staff in providing support to Returning Officers during receipt of nomination papers.	Number of DC/CEOs, DEYS, OCs and CROs trained by gender.
13	Deploy EMD Operators to councils/constituencies for nomination of candidates for Local Government Elections	This will involve deployment of EMD Operators in councils/constituencies to support Returning Officers during receipt of nomination papers.	Number of EMD Operators deployed by council.
14	Preside over the nomination process for Local government Elections in the constituencies	This will involve receipt of nomination papers from aspiring candidates.	Number of nomination forms submitted by gender of prospective candidate.
15	Present nomination papers for Local Government Elections at Constituency Tally centres	This will entail aspiring candidates to present their nomination papers to the Constituency Returning Officer	Number of nomination papers presented by gender of prospective candidates.

No.	Key Activity	Activity Description	Performance Indicator
16	Deliver nomination papers for Local Government Elections by CROs to REOs	This will involve submission of nomination forms received from potential candidates to the Regional Elections office	Number of LGE nomination papers delivered to REOs by council.
17	Deliver nomination papers to HQs by Regional Elections Managers - Local Government Elections	This will involve submission of nomination forms received from potential candidates to the head office	Number of nomination Papers delivered to MEC Head Office by council.
18	Analyse submitted nomination papers for Local Government Elections for approval by the Commission	This will entail assessment of submitted nomination papers for compliance with the legal requirements before submission to the Commission for approval	Number of candidates for Local Government elections recommended for approval by the Commission
19	Hold Commission meeting to approve names of nominated candidates for Local Government Elections	This entails the review and approval of submitted nomination papers from aspiring candidates	Number of approved candidates for Local Government Elections by gender and institution ¹
20	Gazette the names of nominated candidates for Local Government Elections	This process will involve gazetting the approved list of nominated candidates for Local Government Elections.	List of nominated candidates for Local Government Elections gazetted (Yes/No)
21	Publish in print media the Gazetted names of nominated candidates for Local Government Elections	This will involve publishing names of duly nominated candidates in widely circulating newspapers for the knowledge of voters and the public.	Number of media houses engaged in publishing the gazetted nominated candidates for local government elections.
22	Deploy EMD Operators in constituencies for nomination of parliamentary candidates.	This will involve deployment of EMD Operators to councils / constituencies to support Returning Officers during receipt of nomination papers.	Number of EMD Operators deployed by gender.
23	Preside over the nomination process for parliamentary elections candidates	This will entail aspiring candidates to present their nomination papers to the Constituency Returning Officer	Number of nomination forms submitted by gender of prospective candidate
24	Deliver parliamentary nomination papers to REOs	This will involve submission of nomination forms received from potential candidates to the Regional Elections office	Number of nomination papers presented by gender of prospective candidates
25	Present nomination papers for Parliamentary Elections at Constituency Tally centres.	This will involve submission of nomination forms received from potential candidates to the Head Office	Number of LGE nomination papers delivered to REOs by council

¹ Institution stands for political party or independent

No.	Key Activity	Activity Description	Performance Indicator
26	Deliver nomination papers for Parliamentary Elections by CROs to REOs.	This will entail submission of nomination papers collected to the Regional Elections Office.	Number of nomination Papers delivered to MEC Head Office by council.
27	Deliver nomination papers for Parliamentary Elections to HQs by Regional Elections Managers	This will entail submission of nomination papers collected from the Regional Elections Office to the Head Office	Number of nomination papers delivered to head office by gender of prospective candidates and institution
28	Analyse submitted nomination papers for Parliamentary Elections for approval by the Commission	This will entail checking compliance of the nomination papers with the set criteria and submitting the same to the Commission for decision-making	Number of candidates for Parliamentary elections recommended for approval by the Commission
29	Hold Commission meeting to approve names of nominated candidates for Parliamentary Elections	This will entail reviewing recommendations from Secretariat on the analysis of candidate submissions to the Commission	Number of approved 1 candidates for Parliamentary Elections by gender and institution ²
30	Publish names of nominated candidates in the Gazette for Parliamentary Elections	This will involve publishing of names of nominated candidates in the Government Gazette	List of nominated candidates for Parliamentary Elections gazetted (Yes/No)
31	Publish gazetted names of nominated candidates in the print media for Parliamentary Elections	This will entail publishing the gazette names of nominated parliamentary candidates in the print media for information to the general public	Number of media houses engaged in publishing the gazetted nominated candidates for Parliamentary elections
32	Preside over the nomination process for presidential elections	This will entail the Commission receiving nomination papers from presidential candidates	Number of candidates submitting nomination papers by gender and institutions.
33	Analyse nomination papers for presidential elections	This will entail checking compliance of the nomination papers with the set criteria and submitting the same to the Commission for decision-making	Number of aspiring candidates for Presidential Elections recommended approval by institution and gender.
34	Hold Commission meeting to approve names of nominated candidates for presidential elections	This will entail reviewing recommendations from Secretariat on the analysis of candidate submissions to the Commission	Number of approved candidates for Presidential Elections by gender and institution
35	Gazette the names of nominated candidates for Presidential Elections	This will entail publishing the gazette names of nominated presidential candidates	List of nominated candidates for Presidential Elections gazetted (Yes/No)

² Institution stands for political party or independent

No.	Key Activity	Activity Description	Performance Indicator
		in the print media for information to the general public	
36	Publish in the print media Gazetted names of nominated candidates for presidential elections	This will entail publishing names of duly nominated candidates in widely circulating newspapers for notification	Number of media outlets engaged in publishing the gazetted nominated candidates for Presidential Elections
37	Develop specifications for the design and printing of ballot papers for presidential, Parliamentary and Local Government Elections	This will entail defining technical attributes, quality and security features for ballot papers for every election	Ballot paper specifications developed by type of elections (Yes/No)
38	Submit ballot paper templates/artwork to ballot paper printer	This activity will include vetting of the ballot paper templates and artwork, certification and submission of the same to an identified printer.	Certified ballot paper templates/artwork submitted for printing
39	Conduct engagement meetings with party or candidates' representatives for-Parliamentary and Local Government Elections to vet ballot paper templates at council Level	The activity will involve verifying of details that will appear on the ballot papers by all candidates. This is important to ensure ballots are printed correctly and accurately	Percentage of ballot paper templates adopted
40	Conduct engagement meetings with party or candidates' representatives for-Presidential Elections to vet ballot paper templates at council Level	The activity will involve verifying of details that will appear on the ballot papers by all candidates. This is important to ensure ballots are printed correctly and accurately	Percentage of ballot paper templates adopted
41	Procure ballot papers for Presidential, Parliamentary and Local Government Elections	This will involves procuring the services of a printer to print and deliver ballot papers. This will also involve inspection by stakeholders	Number of ballot papers procured by type of elections

2.2.3.6 Strategic Goal No.3.6: Campaign Monitoring

The strategic goal aims at prescribing a code of conduct for political parties and candidates to guide their behaviour during campaign period. The following activities will be implemented to achieve and sustain the above-named goal:

Table 14. Campaign Monitoring: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
	Review and update campaign monitoring tools and methods	This involves reviewing the existing campaign monitoring tools, reporting templates, and development of terms of references	Number of monitoring tools developed
1	Gazette the notice of official campaign period	This will involve placing a gazette notice to inform electoral contestants and the public on the campaign period.	Notice of official campaign period gazetted (Yes/No)
2	Carry out field campaign monitoring	This will involve conducting field visit to campaign meetings and documentation of any incidences that contravene the electoral law.	Number of reports
3	Identify and record incidences of violations of the code of conduct for political parties	This will involve recording all compliance issues to the provisions of the electoral law	Number of incidents recorded by institution and council

2.2.3.7 Strategic Goal No.3.7: Polling

This strategic goal aims at creating an enabling environment for efficient, transparent and secure management of polling processes, which facilitate accessibility and maximum participation of electoral stakeholders. The following activities will be implemented to achieve and sustain the above-named goal:

Table 15. Polling: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Develop specifications for polling material	This activity focuses on enhancing quality of polling materials, the by compiling specifications to guide procurement process.	Polling materials specifications approved by the Commission (Yes/No)
2	Clean available ballot boxes	This activity will entail cleaning of old ballot boxes to be reused in the 2025 General Elections	Number of ballot boxes cleaned
3	Gazette the notice of taking a poll on Local Government Elections	This activity will entail gazetting the date, polling stations and Returning Officers for the 2025 General Elections to inform stakeholders and names of Returning Officers.	Local Government Elections notice of taking a poll gazetted (Yes/No)

No.	Key Activity	Activity Description	Performance Indicator
4	Deliver printed approved voters' register to warehouse for packaging	This activity will entail printing and delivering of final voters' register to warehouse for packaging in readiness for distribution to polling stations	Final voters' register delivered
5	Build capacity of Training of Trainers for Constituency Stores Assistants	This activity will entail imparting knowledge and skills to temporary Constituency Stores Assistants (CSAs) who will manage electoral materials in all constituency tally centres.	Number of ToTs trained by gender
6	Build capacity of Security Officers (including MDF and Prison Services) on polling	This activity aims at orienting Security personnel who will be deployed in all polling stations to provide security to equipment and staff.	Number of security officers trained by gender and institution
7	Distribute bulk polling materials to regional warehouses for packaging	This activity involves distribution of bulk warehouse materials to regional warehouses for packaging	Bulk polling materials delivered to regional warehouses (Yes/No)
8	Deliver final voters' register to regional warehouses for packaging	This activity involves delivery of voters' register to regional warehouses for packaging	Final voters' register delivered to regional warehouses (Yes/No)
9	Gazette the notice on taking a poll - Parliamentary elections	This activity involves publishing in the Gazette a date, polling stations and names of Returning Officers to be used in the 2025 General Elections for the purpose of informing all stakeholders	Notice of taking a poll on Parliamentary elections gazette (Yes/No)
10	Gazette the notice on taking a poll – Presidential elections	This activity involves publishing in the Gazette a date, polling stations and names of Returning Officers to be used in the 2025 General Elections for the purpose of informing all stakeholders	Notice of taking a poll on Presidential elections gazette (Yes/No)
11	Build capacity of Training of Trainers for staff on polling process	This activity will involve the training staff who will train Master Trainers.	Number of Master Trainers trained by gender
12	Build capacity of Training of Trainers for Police Commissioners, Officers in Charge (OCs), and Police Training Officers on polling Security on at regional level	The activity will involve at training of security personnel on the electoral laws and the roles of security personnel during field work. The training will be cascaded due to large number of security personnel to be trained at the end of the day.	Number of Police Commissioners, OCs and Training Officers trained by gender
13	Build capacity of Master Trainers on polling process	This activity will involve training of Master Trainers who will be responsible for training presiding officers and other polling station officers to manage polling stations.	Number of Master Trainers trained by gender

No.	Key Activity	Activity Description	Performance Indicator
14	Build capacity of Constituency Stores Assistants	This activity will entail impart knowledge and skills to CSAs who will be engaged to manage electoral materials in all constituency tally centres	Number of Constituency Stores Assistants trained by gender
15	Carry out inspection of printing & packaging of ballot papers and results sheets - Outside Malawi	This will involve inspection of the printing of ballot papers. This serves to ensure printing of quality ballot papers and packaging as well as addressing emerging issues such as withdrawal of candidates. This will involve MEC and Political party and candidate representatives.	Number of persons participating in inspection of printing and packaging by type of institution
16	Submit names of political party/candidate representatives to MEC for polling process	This activity will entail submission in advance to the Commission names of representatives of political party/candidates as provided for in the electoral law	Names of political party/candidate representatives submitted by gender
17	Print ballot papers	The activity involves printing of ballot papers based on registered voters and number of elections in a timely manner.	Number of ballot papers printed by election type
18	Build capacity of Presiding Officers (POs) and Polling Stations Operations Officers (PSOOs) on polling process by Master Trainers in Teacher Development Centres (TDCs)	This activity will involve training of presiding officers and other polling station officers to manage polling stations. The training will be cascaded	Number of Presiding Officers and PSOOs trained by gender
19	Carry out orientation of MEC regional and district staff on distribution and packaging of polling materials	This will involve orientation of regional and district staff on packaging, these will be responsible for supervision of the distribution of both sensitive and non-sensitive electoral materials.	Number of regional and district Staff oriented by gender
20	Build capacity of District Returning Officers (DROs), District Desk Officers (DDOs) and MEC District Officers (DOs) on polling process	This activity will entail training DROs, DDOs and MEC DOs for them to effectively and efficiently carry out the polling exercise.	Number of personnel trained by gender and responsibility
21	Build capacity of Constituency Returning Officers (CROs) and Constituency Desk Officers (DOs) on polling process by Master Trainers	This will involve orienting CROs and DOs to plan and implement different field activities including, logistics for elections management.	Number of personnel trained by responsibility and gender.
22	Distribute non-sensitive polling materials to constituency tally	This will involve distribution of non-sensitive materials from regional warehouses to	Number of pieces of non-sensitive material

No.	Key Activity	Activity Description	Performance Indicator
	centres from regional warehouses	constituency tally centres for on-ward distributions to polling stations.	distributed by constituency
23	Receive and verify polling materials at the constituency tally centres	This will involve receiving and cross checking sensitive and non-sensitive materials at constituency tally centres	Number of pieces of materials received by type
24	Receive ballot papers at Kamuzu International Airport– (KIA)	This will involves receiving sensitive materials at the airport and distributing them directly to the constituency tally centres	Number of ballot papers received by type of elections
25	Distribute ballot papers to constituency tally centres from the Kamuzu International Airport (KIA)	This activity will entail identification and distribution of sensitive materials directly to the appropriate and specific constituency tally centres	Number of ballot papers distributed to constituency tally centres by type of elections
26	Brief security personnel by Officer in Charge (OC) and Police Trainers on polling process	This activity involves training of security personnel by their trained OCs and Police Trainers on the electoral laws and the roles of security personnel during field work, the training will be cascaded	Number of Security Officers briefed by gender.
27	Distribute polling materials from constituency tally centres to polling stations	This activity will involve distribution of polling materials from constituency tally centres to all polling stations	Number of polling materials distributed to all polling centres by type of election
28	Hold commission meeting to receive an update on distribution of polling materials	The activity will involve updating the Commission on the distribution of polling materials, state of preparedness, challenges and for them to provide policy direction on hindrances.	Number of polling stations that have received all polling materials
29	Carry out verification of polling materials including ballot papers delivered at the polling station level.	This activity will entail cross checking all the adequacy and correctness of polling materials a day before polling, including ballot papers received in respective polling stations	Number of polling stations that have received the required polling materials.
30	Build capacity of Polling Clerks on polling process by Presiding officers in polling centres	This activity is meant to train and equip the Polling Clerks in polling procedures and expected conduct	Number of Polling Clerks trained by gender.
31	Open polling stations and manage the polling	This activity will involve giving an opportunity to eligible voters to exercise their right of casting a vote. The polling day falls on a Tuesday in the third week of September, for 2025 it will be on 16 th of September.	Voter turnout

No.	Key Activity	Activity Description	Performance Indicator
32	Conduct supervision of the polling process	This activity will entail deployment of teams to supervise and ensure that due processes are being adhered to and facilitate resolution of any emerging issues that can impact the polling process	Number of polling stations supervised adhering to the required guidelines.
33	Retrieve polling materials from constituency tally centres to MEC regional warehouses	This activity will entail retrieval of polling materials from constituency tally centres to MEC warehouses	Number of pieces polling materials retrieved by type
34	Retrieve polling materials from constituency tally centres to regional & MEC headquarters warehouses	This activity involves retrieval of polling materials from constituency tally centres to MEC regional offices and headquarter warehouses	Number of pieces polling materials retrieved by type

2.2.3.8 Strategic Goal No.3.8: Results Management

This strategic goal aims at ensuring an efficient, effective, accurate, open, inclusive, transparent, secure and timely processing and announcement of results. The goal also seeks to enhance stakeholders' confidence and trust in the process. The following activities will be implemented to achieve and sustain above-named goal:

Table 16. Results Management: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Procure venue for National Tally Centre	This will involve identifying and securing well in advance a centrally located and convenient venue all elections results from all councils will be received, processed, determined and announced by the Commission.	National Tally Centre venue procured (Yes/No)
2	Procure results sheets for all elections	The activity will involve submission of specifications and artwork of results sheets for all elections for printing	Number of result Sheets procured by type of election
3	Implement MEC Wide Area Network (Scalable Up and Down to District Level) for polling	This will involve installation of MEC Wide Area Network up to district level to be used during the polling process and transmission of results	Wide area network rolled out to 36 Councils

No.	Key Activity	Activity Description	Performance Indicator
4	Build capacity of ICT Data capture staff in results management	This will involve training ICT Data capture staff in results management.	Number of ICT data capture staff trained by gender.
5	Carry out trial run and External Testing for Results Management System	This will involve testing the results management system before deployment to identify any areas requiring improvement	Number of issues resolved by type
6	Deploy Results capture staff to District and Constituency Tally Centres	Results capture staff will be deployed to provide support to the Constituency and District Returning Officers in capturing of results and transmission at constituency and district tally centres respectively	Number of Results Capture staff deployed by gender
7	Set up National Tally Centre	This will involve setting up the venue for the National Tally Centre at least the week before conduct of the polling in the general elections.	National Tally Centre established (Yes/No)
8	Set up Constituency and Districts Tally Centres	This will involve setting up District and Constituency tally centres in designated venues in all Councils and constituencies	Number of District and Constituency Tally Centres established
9	Pre-test Results Management System for District and Constituency Tally Centres-	This will involve testing the Results Management System at district tally centres before the day of the actual results transmission commences	Number of tally centres fully functional using the results management system
10	Test Results Management System for National Tally Centre	The Results Management System at the National Tally Centre will be tested at a particular time before the day of the actual results transmission commences	Results Management System ready for use
11	Carry out supervision of results capturing processes after polling at Constituency and District Tally Centres	This will involve conducting field visits for quality control regarding data capturing procedures and results management processes	Number of tally centres supervised by council
12	Carry out results transmission from Constituency and District Tally Centres to National Tally Centre (Electronic and Physical)	This will entail submission of election results from district tally centres to National Tally Centre both in hard copy and electronic form.	Percentage of results received by Council Tally Centre by type of elections
13	Carry out results Processing at National Tally Centre	This will involve processing of results at the National Tally Centre and will encompass verifying copies of results received from polling stations, constituency and district tally centres.	Percentage of election results verified by type of election
14	Compute and verify results for Presidential Elections	This will involve tallying and computing results received from the district tally centres. All	Number of votes distributed by candidate

No.	Key Activity	Activity Description	Performance Indicator
		computed results will be subjected to verification processes	
15	Compute and verify results for parliamentary elections	This will involve tallying and computing results received from the district tally centres. All computed results will be subjected to verification processes	Number of votes distributed by candidate by constituency
16	Compute and verify results for Local Government Elections	This will involve tallying and computing results received from the district tally centres. All computed results will be subjected to verification processes	Number of votes distributed by candidate and ward
17	Announce of results for Presidential Elections	This will involve verification of results, resolution of complaints received and consideration of void votes.	Number of votes by candidate
18	Announcement of results for Parliamentary Elections	This will involve verification of results, resolution of complaints received and consideration of void votes.	Number of votes distributed by candidates by constituency
19	Announce Results for Local Government Elections	This will involve verification of results, resolution of complaints received and consideration of void votes.	Number of votes distributed by candidate and ward
20	Upload elections results on MEC Website	This will involve uploading of elections results on MEC Website	Number of visitors to the MEC website.
21	Gazette the Presidential Elections results	This will involve submission of Presidential election results for publishing in the Gazette	Presidential Election results Gazetted (Yes/No)
22	Gazette the Parliamentary Elections results	This will involve submission of Parliamentary election results for publishing in the Gazette	Parliamentary Elections results Gazetted (Yes/No)
23	Gazette the Local Government Elections results	This will involve submission of Local Government election results for publishing in the Gazette	Local Government Elections Results Gazetted (Yes/No)
24	Deposit electoral materials with Parliament	This activity will be depositing of all Electoral materials and documents forming official record for presidential, parliamentary and local government elections for custody of Clerk of Parliament.	Number of records of elections deposited by type record and elections

2.2.3.9 Strategic Goal No. 3.9: Electoral Disputes Management

This strategic goal aims at ensuring that MEC has a mechanism for fair and efficient handling of complaints, objections, disputes, and court cases in accordance with the law. The following activities will be implemented to achieve and sustain the above-named goal:

Table 17. Electoral Disputes Management: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Undertake learning visits to other EMBs on electoral dispute resolution	The activity will entail key officers acquire critical knowledge and skills useful in enhancing conflict management including case handling	Number of reports submitted per learning visit
2	Review and develop elections dispute resolutions management system	This will involve development of guidelines in the process of management of electoral disputes. This will be presented to electoral stakeholders before adoption by the Commission	Electoral dispute resolution management system operational
3	Design and develop an interactive electoral dispute resolution management system	This involves development an automated but interactive database for management of electoral disputes resolution management data	Interactive electoral dispute resolution management system operational (Yes/No)
4	Training of Multiparty Liaison Committees (MPLCs) in conflict management in thirty six Councils	This will entail training of the MPLC members in conflict management as part of the effort to reduce and minimise conflicts before, during and after elections.	Number of MPLC members trained by gender.
5	Training of political party Secretaries Generals (SGs) and Directors of Elections in conflict management	This will entail training of the political party Secretaries Generals (SGs) and Directors of Elections in conflict management as part of the effort to reduce and minimise conflicts before, during and after elections.	Number of Political Party representatives trained by gender.
6	Conduct orientation sessions with Judiciary on electoral processes	This will entail orienting Judiciary o electoral processes to facilitate timely resolution of disputes.	Number of Judicial officers engaged by gender.

2.2.4 Pillar No 4: Information Management System and Monitoring and Evaluation

This pillar proposes to improve service delivery and decision-making through increased investment in digitalisation, information management systems and utilisation of information for evidence-based decision-making.

2.2.4.1 Strategic Goal No.4.1: Technology Adoption

This goal aims at enhancing efficiency of electoral processes through transparency, facilitation of communication and simplification of tasks. The following activities will be implemented to achieve and sustain the above-named goal:

Table 18. Technology Adoption: Key Activities, Descriptions and Performance Indicators

No	Key Activity	Activity Description	Performance Indicator
1	Provide support on IFMIS System	This activity will entail continuous maintenance of IFMIS system to support financial management	IFMIS is operational (Yes/No)
2	Develop specifications for Elections Management Device (EMD)	This activity will involve study tours, analysis of various specifications, consolidation and presentation of the final specifications.	Specifications Document developed for EMDs adopted by the Commission (Yes/No)
3	Development of Specifications for enhancements of Candidate Nomination System (CNS) and Results Management System (RMS) Applications based on gap analysis.	This activity will involve study tours, analysis of various specifications, consolidation and presentation of the final specifications.	Specifications document developed and submitted to procurement
4	Develop Offsite/Virtual Training Delivery System	This activity will offer continuous learning opportunities which are cost effective in order to increase knowledge in carrying out electoral procedures	Virtual Training Delivery System operational (Yes/No)
5	Undertake a study tour on use of GIS in electoral logistics, warehousing and fleet management	This activity will entail drawing lessons and benchmarking from other EMBs on use of GIS to enhance electoral logistics, warehousing and fleet management	Number of reports produced
6	Implement MEC Wide Area Network (Scalable Up and Down to District Level) on Voter Registration	This activity aims at installation of high internet connectivity to facilitate his is to ensure efficient and effective voter transfers and other voter registration details including inspection	Number of councils on boarded on the wide area network.

No	Key Activity	Activity Description	Performance Indicator
7	Implement MEC Wide Area Network (Scalable Up and Down to District Level) - Polling	This will entail putting in place infrastructure that will facilitate voter polling station identification, communication and information sharing between Districts and the Head Office	Number of councils on-boarded on the wide area network
8	Design and Develop Internal Audit Software System	This activity will entail development of software specifications, TORs on consultant, consultant identification and development of the internal audit software	Internal Audit System operational (Yes/No)
9	Procure internal ID production equipment	This activity will entail development of specifications for printing equipment.	ID production equipment. procured (Yes/No)
10	Procure a Digital M&E Platform	This activity aims at designing and developing a system that will manage M&E processes	M&E System procured (Yes/No)
11	Procure Warehouse Electronic Management System	This activity will entail developing specifications, TORs for consultancy, and the actual development of the digital Warehouse Management System	Warehouse System procured (Yes/No)
14	Procure Election Materials Tracking System	This activity will entail developing specifications, TORs for consultancy, and the actual development of the Election Materials Tracking System	Elections Materials Tracking System procured (Yes/No)
15	Procure Elections Materials/Record Management System	This activity will entail developing specifications, TORs for consultancy, and the actual development of Election Materials/Record Management System.	Election Materials Management System procured (Yes/No)
16	Procure Human Resource Management System	This activity will entail developing specifications, TORs for consultancy, and the actual development of Human Resource management System. This includes Performance management system as a module	Human Resource Management System procured (Yes/No)

No	Key Activity	Activity Description	Performance Indicator
17	Procure an automated Stores Management System	This activity will entail developing specifications, TORs for consultancy, and the actual development of to enhance management of office consumables	Stores Management System procured (Yes/No)
18	Procure a fleet and Fuel Management System	This activity will entail developing specifications, TORs for consultancy, and the actual development of to enhance optimum use of fuel and fleet.	Fleet and Fuel Management System procured (Yes/No)

2.2.4.2 Strategic Goal No.4.2: Integrated Planning

This goal aims at enhancing coordination and synchronization of various activities and processes that facilitate better management and efficient utilisation of resources as well as enhance transparency and accountability throughout the electoral cycle. The following activities will be implemented to achieve and sustain the above-named goal:

Table 19. Integrated Planning: Key Activities, Descriptions and Performance Indicators

No.	Key Activity	Activity Description	Performance Indicator
1	Develop Annual Workplans and Budgets	This activity will entail working sessions for the development of Annual Work Plans aligned to the Strategic Plan for 2023-2028	Number of workplans and budgets developed on time.
2	Carry out mid-year implementation of annual workplans and budgets	This activity will entail tracking of performance and incorporating emerging issues in order to improve delivery of service	Number of implementation performance review done.
3	Conduct annual performance review of annual workplan implementation and budgets	This activity will allow for evaluation of the implementation performance of the annual work plan and budget management to inform subsequent planning and budgeting	Number of implementation performance review done.

2.2.4.3 Strategic Goal No.4.3: Monitoring and Evaluation

This goal aims at providing insights on inputs, outputs, targets and impacts and ensure efficient resource allocation and utilisation in the current or subsequent electoral activities. The following key activities will be implemented to achieve and sustain the above-named goal:

Table 20. Monitoring and Evaluation: Key Activities, Descriptions and Performance Indicators

No	Key Activity	Activity Description	Performance Indicator
1	Review and develop M& E Plan	The activity will involve developing M& E Plan that will guide the implementation of monitoring and evaluation	M&E Plan developed (Yes/No)
2	Procure an automated M & E Platform	This will involve engagement of a consultant to develop the electronic M&E system	Electoral Processes monitored
3	Carry out monitoring of implementation of electoral processes	This will entail carrying out of field and desk monitoring of all activities under implementation funded by MEC	M&E System reviewed
4	Conduct mid-Term evaluation of Strategic Plan for 2023-2028	This will entail comprehensive assessment on implementation progress, and achievement of results. This will also assess as to whether the objectives will still be relevant among others.	Mid-term evaluation report produced (Yes/No)
5	Align the Strategic Plan to the mid-term Evaluation findings and recommendations	This will entail incorporating the recommendations from the mid-term evaluation in the strategic plan to guide its implementation in the final implementation period	The Strategic Plan aligned to mid-term recommendations.
6	Build capacity of staff in Monitoring and Evaluation basic principles and skills	This activity building the capacity of M&E staff to acquire relevant skills.	Number of staff trained by gender.
7	CVE Monitoring and supervision of CVE activities on voter's roll inspection	This activity will entail the systematic oversight and evaluation of CVE efforts to ensure accurate and reliable information is reaching the public.	CVE activities monitored
8	Conduct a perception Survey on Civic and Voter Education.	This will entail development of ToRs, study proposal, data collection tools and budget, execution of the survey, data analysis and writing up, validation workshop with	a report on the Perception Survey of Civic and Voter Education for MEC produced (Yes/No)

No	Key Activity	Activity Description	Performance Indicator
		stakeholders, submission to the commission for adoption and dissemination	
9	Conduct a benchmarking activity on Research, Monitoring, Evaluation and Learning	This will entail building the capacity of staff in M&E through learning visits to other EMBs	Number of study tour reports submitted
10	Conduct post-election evaluation at various levels	This will entail evaluating the of electoral management	Number of reports produced
11	Hold consultative meetings with electoral stakeholders on preliminary findings from post-election evaluation done internally.	This involves presentation of findings from internal post-election evaluation to electoral stakeholders for validation and input	Number of consultative meetings held.
12	Finalise the post-elections evaluation report incorporating comments and observations from the consultative workshops	This will involve addressing all issues received from the consultative meetings with stakeholders. Finalise the report and submit for approval to the Commission	Report on Post-Elections Evaluation approved by the Commission (Yes/No).

2.2.4.4 Strategic Goal No.4.4: Research and Publication

This goal aims to guide the conduct of research by staff and other stakeholders. The following key activities will be implemented to achieve and sustain this goal:

Table 21. Research and Publication: Key Activities, Descriptions and Performance Indicators

No.	Key Activities	Activity Description	Performance Indicator
1	Review and Develop Research plan	This activity will entail development of comprehensive research framework	Research Framework developed

No.	Key Activities	Activity Description	Performance Indicator
2	Carry out baseline survey for the 2023-2028 strategic plan	This will involve generation of information for benchmarking implementation of the Strategic Plan.	Number of research reports distributed.
3	Conduct a study on Effectiveness of Voter Education and Information Strategies.	This will generate information that facilitates evidence-based decision making on implementation of CVE.	Number of research reports distributed

2.2.4.5 Strategic Goal No.4.5: Documentation, Knowledge Management and Learning

This goal encourages knowledge sharing through creating a platform for cataloguing successes, knowledge management and learning at all levels. The following key activities will be implemented to achieve and sustain the above-named goal:

Table 22. Documentation, Knowledge Management and Learning: Key Activities, Descriptions and Performance Indicators

No.	Key Activities	Activity Description	Performance Indicator
1	Conduct a Local Learning Visit on Research and Knowledge Management	This activity is at aimed at skills building for staff in research and knowledge management in other institutions.	Number of learning visits conducted
2	Conduct an External Learning Visit on Research and Knowledge Management	This activity is at aimed at skills building for staff in research and knowledge management in other institutions across the region and beyond.	Number of learning visits conducted
3	Disseminate reports from implementation of activities and research using different mediums	This will involve sharing of information on what MEC is implementing and achieving with all stakeholders for information, learning and research	Number of dissemination conferences held

No.	Key Activities	Activity Description	Performance Indicator
4	Identify, consolidate and document lessons learnt and best Practices	This will entail identifying, consolidation and documenting lessons learnt and best practices for continuous learning	Number of publications on lesson learnt and best practices produced
5	Review and upgrade of the Knowledge Resource Centre	This activity will entail improving the internal library through digitization, digitalisation and staff capacity.	Number of investments done by type
6	Dissemination of the 2025 General Elections Report	This activity aims at disseminating the 2025 General Elections to key stakeholders.	Report disseminated

CHAPTER THREE: RISK MANAGEMENT, MONITORING AND EVALUATION

This plan has put in place a mechanism for both risk management and monitoring the progress of implementation of activities to ensure cost effectiveness and continuity in the delivery of services.

Further, the EOP risk framework will priorities an enterprise-wide management of operational, financial, reputational, strategic, compliance, political, technological and project risks.

The Commission will proactively identify potential risks, mange uncertainties and address risks when they mature, identify opportunities for continuous improvement help achieve performance targets, reduce potential loss of resources, and enhance accountability. Risk management will also ensure improved quality of services, effective and prudent application of resources.

3.1 Risk Management

Elections are a complex undertaking. MEC, like other Election Management Bodies (EMBs), must of necessity address a wide expanse of risks attaching to the organisation of elections which could be linked to the legal, operational, technical, political, security, and other aspects that affect the delivery of elections. This section is designed to enhance the organisation's capacities to understand various risk factors, analyse risk data, devise mechanisms for responding to identified risks and mitigate their adverse effects. Therefore, MEC identified and analysed the following risks:

Risk	Risk Area	Impact	Likelihood of Risk	Level of Risk	Mitigation Measures
Interference / Lack of cooperation	The Executive	Withholding of resources and critical decisions could severely impact key electoral programs	High	High	1. Advocacy for support with key decision makers. 2. Improved efficiency in the executing of Commission programs to inspire the confidence of key decision actors. 3. Develop complimentary channels for resources base for MEC.
		1. Delays and failure in implementation of activities 2. Loss of credibility Loss of political representation by the people	Low	High	1. Timely lobbying of finance with relevant institutions. 2. Organise donor conference. 3. Improve internal efficiencies and cost effectiveness. 4. Implement a Resource mobilisation strategy to identify additional and sustainable local and international financial resources. 5. Improve internal efficiencies and cost effectiveness.
	Ministries, Departments and Agencies	Affects the roll out of critical Commission programs esp. registration and polling	Low	Medium	1. Detailed and timely planning of logistical and other activities 2. Regular engagement with the MDAs. 3. Efficient communication and information sharing strategy. 4. Reach out programs and open up to the general public
	Political parties	May affect electoral related legislation in Parliament	Low	Medium	1. Detailed and timely planning of logistical and other activities 2. Efficient communication and stakeholders' engagement strategy (Media, NECOF, MPLC, CMD Board, Public Affairs Committee) 3. Engagement with key policy leaders and parliamentary committees

Risk	Risk Area	Impact	Likelihood of Risk	Level of Risk	Mitigation Measures
	Development partners	Impact resource adequacy (esp. financing and necessary technical support) May magnify reputation risk, affecting credibility of the electoral processes	Low	High	1. Continuous engagement with development partners 2. Continuous engaging with government on financing 3. Adherence to the existing legal framework
Security risk to offices, Commissioners and staff	i. Targeted violent demonstrations ii. Political fanatics	Low Low	High High		1. Identify volatile areas through risk assessment 2. Safeguard the lives of all Commissioners, staff, property, voters and other stakeholders. 3. Institute strong security mechanism for entry to MEC offices 4. Conduct Commission business impartially
Natural disasters (climate change, health risk, social risks etc.), pandemics calamities	i. Endemic health risks ii. General Environmental risk		Medium Low	Low Medium	1. Development and implementation of disaster, pandemic and calamities management and recovery framework 2. Commission to handle within the electoral calendar. 3. National policy

Table 23. Risk Management Analysis

Risk	Risk Area	Impact	Likelihood of Risk	Level of Risk	Mitigation Measures
Technology Failure (RTS, Cyber security) and key infrastructure risks (machine/device failure, transmission failure, cyber risk, server failure/ Vulnerability, staff integrity etc.)	i. Technology failure ii. Third party infrastructure failures (Communication technology) iii. Intrusion iv. Obsolescence v. Failure of audit trail	Affect the integrity of electoral processes. Disruption of key services Cost of recovery/ replacement	High	High	1. Deploy redundancy systems. 2. Staff training. 3. Active investment program in modern equipment and technology. 4. Regular testing, maintenance, and upgrading of technology. 5. Insurance cover.
Limitations and gaps in the existing legal framework	Inadequate and restrictive electoral administrative rules and regulations	Failure to deliver electoral activities	Medium	High	Timely engagement with the appointing authority
Negative reputational risk for MEC	Lack of effective institutional leadership affecting work environment	It will affect staff morale and organisational performance. Ineffective and inefficient usage of resources Prosecution of officers	Low	Medium	1. Mentorship programmes. 2. Team building exercises. 3. Capacity building. 4. Leadership continuity/ Succession plan. 5. Update Finance Procedures Manual. 6. Strengthening internal controls.
	Weak compliance to Public Finance Management Act Inefficient execution of the primary mandate as well as key internal control	Loss of general integrity and trust of the organisation	High	Medium	1. Strong Commission to Secretariat coordination 2. Planning framework – strategic plan, operational plans, Annual work plans and budget. 3. Defined internal policies and procedures in place. 4. Review mechanisms 5. Standing internal audit function responsible for enterprise risk and control systems evaluation

Risk	Risk Area	Impact	Likelihood of Risk	Level of Risk	Mitigation Measures
					6. CVE and MPR in place to provide professional guidance on reputational management
Inadequate and unqualified human resources risk	1. Misalignment of human resources 2. Lack or Weak systems for business continuity. 3. Over recruitment. 4. Incompetent staff 5. Loss of productivity 6. Dependence on temporary contract staff	Affects quality of service A vector for other risks Affect delivery of key electoral services objectives	Medium	Medium	1. Strengthen the recruitment process 2. Organisational and leadership development programs 3. Improved compensation policies. 4. Elaborate contract structuring and management. 5. Competitive conditions of service and remuneration.
Negative publicity risk	1. Misinformation and disinformation 2. Misunderstanding 3. Myths and misconceptions	Low voter turnout Loss of trust in the electoral process Impact the prevalence of Null and Void votes affecting acceptability of the results. Security risk on electoral staff in the field	High	High	1. Elaborate MPR and CVE activities 2. Efficient communication and stakeholders' engagement strategy (Media, NECOF, MPLC, CMD Board, Public Affairs Committee).

Table 23. Risk Management Analysis

3.2 Monitoring and Evaluation

Monitoring and Evaluation (M&E) system will be established to track progress and measure outcomes over the lifetime of the SP. MEC will adopt the Results-Based Management (RBM) approach. A result-based monitoring approach will be used to ensure that progress and support to SP implementation is in accordance with international best practice. Results coming from the M&E system will be presented and discussed within MEC and stakeholders. This will be a multilevel approach to ensure that partners take timely corrective measures while enabling joint accountability for achieving the strategic goals and objectives. As such, the M&E framework has been designed to monitor outputs, outcomes and impacts through activity reports, baseline, mid-term, and end of term surveys and reports.

APPENDICES

Appendix I: The Election Operations Implementation Timelines

No.	Key Activity	Start Date	End Date	Duration
ELECTORAL ENVIRONMENT				
Legal Framework				
1	Development of electoral regulations	1 May 2023	30 May 2023	31
2	Review of electoral guidelines and forms	1 May 2023	30 May 2023	31
3	Compilation of Electoral Laws	1 May 2023	30 May 2023	31
4	Publishing and Printing of the Electoral Laws	1 June 2023	30 June 2023	30
5	Conduct training on electoral legal framework	1 July 2023	31 December 2023	181
6	Engagement with Judiciary on Electoral Process (Workshops)	21 August 2023	25 August 2023	5
Independence of MEC				
No.	Key Activity	Start Date	End Date	Duration
1	Finalization of Electoral Legal Reforms	1 October 2022	30 December 2023	450
2	Engagement with Ministry of Justice and Constitutional Affairs on electoral legal framework clarifications and directions	1 April 2023	30 May 2023	60
3	Engagement with Min. of Justice on Presidential Announcement to remove expiry dates on national identity cards	1 May 2023	30 June 2023	60
Levelling of the Playing Field				
No.	Key Activity	Start Date	End Date	Duration
1	Conduct ADHOC NECOF Meetings as and when need arises	1 May 2023	31 October 2025	901
2	Briefing CSOs and Party Officials (NECOF) on approved boundaries	20 July 2023	20 July 2023	1
3	Conduct stakeholders meeting on Voter Registration– NECOF	16 August 2023	16 August 2023	1
4	Conduct Training of Media Practitioners on Elections Reporting (Three Sessions) at Regional Level	1 August 2024	31 August 2024	31

No.	Key Activity	Start Date	End Date	Duration
5	Conduct Stakeholders meeting on Inspection of Voters' Register– NECOF	17 February 2025	17 February 2025	1
6	Conduct Stakeholders meeting on Nomination of Candidates– NECOF	14 March 2025	14 March 2025	1
7	Accreditation of International and Local observers - Polling	1 June 2025	16 September 2025	106
8	Conduct Stakeholders' meeting - NECOF on State of election Preparedness for polling	15 August 2025	15 August 2025	1
9	Conduct Stakeholders Meeting on Post election evaluation– NECOF	9 January 2026	9 January 2026	1
ELECTORAL OPERATIONS				
Review of Constituency and Ward boundaries				
No.	Key Activity	Start Date	End Date	Duration
1	Establishment of additional (new) registration centres - Field Visits and Final Report	5 December 2022	30 June 2023	206
2	<i>Gazetting</i> of boundaries for constituencies, wards, and registration centres.	2 February 2023	31 July 2023	180
3	Sensitization meetings with political parties, traditional and religious leaders on the reviewed constituency and ward boundaries and new Voter Registration of centres	8 June 2023	31 December 2023	204
4	Commission meeting to approve list of centres.	27 June 2023	27 June 2023	1
5	Printing and Distribution of Final Maps to Councils	1 July 2023	30 August 2023	60
6	Collection of centre coordinates, map refining	1 August 2023	31 August 2023	31
Voter Information and Education				
No.	Key Activity	Start Date	End Date	Duration
1	Review of accreditation guidelines, Criteria, code of conduct and monitoring tools for civic and voter education service providers	21 March 2023	31 July 2023	131
2	Summarise Electoral Laws for Public Awareness	3 April 2023	8 May 2023	36
3	Development of 2025 General Elections CVE Strategy	1 May 2023	30 September 2023	150

No.	Key Activity	Start Date	End Date	Duration
4	CVE Materials and message development Workshop	15 July 2023	31 July 2023	17
5	Sensitisation meetings with Stakeholders on Enhanced Voter Registration System	1 August 2023	30 August 2023	30
6	Study tour on CVE methods in other EMBs	1 September 2023	30 September 2023	30
7	Physical/Field verification of shortlisted civic and voter education providers before accreditation	1 November 2023	30 November 2023	30
8	Accreditation of CVE Service Providers – Analysis of accreditation proposals	1 October 2023	30 October 2023	30
9	Production of CVE materials (Registration and verification) – Continuous	1 November 2023	28 February 2025	478
10	Validation Workshop for the Summarised Electoral Laws for Public Awareness	1 November 2023	5 November 2023	5
11	Publishing and Printing of the Summarised Electoral Laws	22 November 2023	6 December 2023	15
12	Formation of CSOs' Funding Proposal Taskforce	15 November 2023	20 November 2023	6
13	Review of CVE Manual	1 December 2023	31 December 2023	31
14	CVE Auditions for CVE Service providers	1 January 2024	30 January 2024	30
15	Sensitisation Meetings with Stakeholders on Summarised Electoral Laws	1 January 2024	29 February 2024	59
16	Call for Submissions, Assessment and Selection of Elections Theme Song for 2025 General Elections	1 January 2024	29 February 2024	59
17	Review and validation for the Media code of conduct	1 February 2024	31 March 2024	61
18	Commission meeting to accredit CVE Service Providers	15 February 2024	15 February 2024	1
19	MEC/Development Partners and Stakeholders Coordination Meetings on CVE	8 March 2024	16 September 2025	549
20	Orientation for Accredited CSOs in Regions	6 May 2024	15 May 2024	10
21	Press Conference on Launch of 2025 General Elections	16 May 2024	16 May 2024	1
22	Unveiling of CVE Strategy for 2025 General Elections	16 May 2024	16 May 2024	1

No.	Key Activity	Start Date	End Date	Duration
23	Training of CCVEAs on Voter Registration and verification (5 Cohorts)	1 July 2024	30 July 2024	30
24	Sensitization meetings with traditional leaders, religious leaders, market leaders on Voter Registration	16 July 2024	23 December 2024	158
25	Radio and Television Jingles - for the entire electoral process - Ongoing	1 August 2024	25 November 2025	475
26	Public awareness campaigns (CCVEAs, roadshow promoters, Drama groups, Music) etc.	1 August 2024	23 December 2024	143
27	Distribution of CVE materials for Voter Registration country wide	1 August 2024	20 December 2024	140
28	Supervision of Drama groups, Roadshows, Music deployment- Outreach campaigns	16 August 2024	16 September 2025	391
29	Mobilisation using Loudhailer Vans (Voter Registration)	1 September 2024	23 December 2024	113
30	Sensitization meetings with stakeholders on Voters' Register Inspection System	1 February 2025	10 April 2025	70
31	Distribution of CVE materials for Inspection of Voters' Register to district and wards	15 February 2025	3 March 2025	19
32	Deployment of Loudhailer Mobilisation Teams for Inspection of voters' register)	1 March 2025	9 April 2025	39
33	Engagement of Night Criers - Voters' Register Inspection	1 March 2025	30 March 2025	30
33	Civic and Voter Education Day for 2025 General Elections	18 April 2025	18 April 2025	1
34	Press Briefing by the Chairperson on the coming into effect of the new constituency and ward boundaries following dissolution of Parliament and Councils	24 April 2025	24 April 2025	1
35	Distribution of CVE materials on polling to stakeholders	1 May 2025	16 September 2025	136
36	Outreach Meetings with Market Leaders	1 June 2025	16 September 2025	106
37	Outreach public meetings with traditional and religious leaders on polling	1 June 2025	16 September 2025	106
38	Deployment of Roadshows for polling	1 June 2025	16 September 2025	106
39	Loudhailer awareness for polling	1 June 2025	16 September 2025	106

No.	Key Activity	Start Date	End Date	Duration
40	Awareness campaign using village night criers for polling	1 June 2025	16 September 2025	106
41	Community Soccer Bonanza for polling (Football/Netball)	1 June 2025	16 September 2025	106
42	Drama, music, comedy, poetry, deployment for polling	1 June 2025	16 September 2025	106
43	Traditional and Cultural Dance Competitions	1 June 2025	16 September 2025	106
44	Supervision of other CVE service providers	1 June 2025	16 September 2025	106
45	CVE Rock Painting and Vehicle Branding	5 June 2025	25 June 2025	21
46	Review of CVE activities	15 October 2025	20 October 2025	6
Voter Registration				
No.	Key Activity	Start Date	End Date	Duration
1	Compilation of Elections Management Device specifications	8 August 2022	30 May 2023	293
2	Meetings with NRB - On use of National ID Card - Quarterly to Monthly	19 September 2022	30 December 2024	822
3	Compilation of Voter Registration materials specifications	17 October 2022	31 October 2023	375
4	Consultative meetings with Stakeholders on Voter Registration System enhancements and use of EMD (Internal and External stakeholders)	21 November 2022	30 June 2023	220
5	Review of Electoral Processes, Procedures, Manuals, Forms and Materials	1 April 2023	31 October 2023	211
6	Capacity Building of ICT Staff - Voter Registration System Development	1 April 2023	30 May 2023	60
7	Receipt and verification of Electoral Materials from suppliers	1 May 2023	30 August 2025	840
8	Pilot Voter Registration	1 November 2023	30 November 2023	30
9	Review of all Manuals and Forms in line with the enhanced systems after pilot voter registration	1 December 2023	31 December 2023	31
10	Printing of registration forms/materials	1 January 2024	30 April 2024	120
11	Receipt and packaging of Registration materials	1 January 2024	30 June 2024	180

No.	Key Activity	Start Date	End Date	Duration
12	Preparation and packaging of training materials - Voter registration	3 April 2024	28 June 2024	86
13	TOT on Voter Registration for Police Trainers	13 May 2024	17 May 2024	5
14	Training of security personnel on electoral process - Voter Registration	4 June 2024	30 August 2024	87
15	Training of Master Trainers on Electoral Process	15 June 2024	30 June 2024	16
16	Briefing of District Elections Supervisory Team (DEST) members on Voter Registration	8 July 2024	12 July 2024	5
17	Orientation and Planning meetings with District Commissioners/Chief Executive Officers and District Elections Officers on Voter Registration	13 July 2024	14 July 2024	2
18	Training of EMD Operators and Technicians on Voter Registration (8 cohorts of 3 days each)	22 July 2024	31 August 2024	40
19	Gazette notice of Period for Registration of Voters	26 July 2024	26 July 2024	1
20	Submission of names of Party Representatives and Election Observers to MEC for voter registration process	1 August 2024	30 August 2024	30
21	Training of Trainers for political party/candidate representatives and election observers for voter registration	1 August 2024	15 August 2024	15
22	Training of Voter Registration Centre Supervisors by Master Trainers	1 September 2024	1 December 2024	91
23	Set up Call Centre at the Head Office for Voter Registration	1 September 2024	15 September 2024	15
24	Distribution and retrieval of voter registration materials	11 September 2024	30 December 2024	110
25	Registration of Voters in six phases	16 September 2024	23 December 2024	98
26	Supervision of registration process	16 September 2024	23 December 2024	98
27	Synchronising and quality control of Voters' Register - after field activity	1 January 2025	31 January 2025	31
28	Printing of the Interim Voters' Register	1 January 2025	31 January 2025	31
29	Distribution of Applications for Voter Transfers	27 January 2025	2 February 2025	6

No.	Key Activity	Start Date	End Date	Duration
30	Voter Transfer Window	24 February 2025	1 March 2025	7
31	Retrieval of Applications for Voter Transfers from Centres to MEC Head Office	9 February 2025	16 February 2025	8
32	Training of EMD Operators on Voters' register inspection	21 February 2025	5 March 2025	15
33	Training of Trainers for Master Trainers on Voters' register inspection	24 February 2025	1 March 2025	8
34	Distribution and Retrieval of Interim Voters' Register & equipment for Voter's roll inspection to Centres	1 March 2025	15 April 2025	45
35	Training of Centre Supervisors by Master Trainers in councils - Inspection of Voters' Register	4 March 2025	1 April 2025	28
36	Set up of a Call Centre for Inspection of Voters register	5 March 2025	7 March 2025	3
37	Inspection of Interim Voters' Register - (4 phases)	10 March 2025	10 April 2025	31
38	Supervision of Voters' register inspection	10 March 2025	10 April 2025	31
39	Update of Voter Register after Inspection, Quality control and certification	11 April 2025	11 May 2025	31
40	Printing of the final voters' register	1 May 2025	30 June 2025	60
Electoral Inclusion				
No.	Key Activity	Start Date	End Date	Duration
1	Translation of Electoral Laws into other languages (Chichewa, Yao and Tumbuka)	1 July 2023	30 November 2023	150
2	Engagement with MEC District Officers and Regional Managers on Electoral Processes	1 November 2023	5 November 2023	5
3	Training of Trainers (TOT) for political party/candidate representatives and election observers on Voter Registration	1 August 2024	15 August 2024	15
4	Stakeholders Engagement on Results Management	5 August 2025	5 August 2025	1
Nomination of Candidates and Campaign				
No.	Key Activity	Start Date	End Date	Duration
1	Booking of venue for Presentation of Presidential Candidates' Nomination Papers	1 May 2024	14 May 2024	14

No.	Key Activity	Start Date	End Date	Duration
2	Gazette Notice of Nomination fees	1 November 2024	1 November 2024	1
3	Announcement of Nomination Fees	1 November 2024	1 November 2024	1
4	Confirmation of venue for presentation of Presidential Candidates' Nomination Papers	1 December 2024	5 December 2024	5
5	Printing of nomination forms	18 March 2025	30 March 2025	13
6	Distribution of Parliamentary and Local Government Elections Nomination Forms from MEC to District Elections Coordinators	1 April 2025	6 April 2025	6
7	Gazette Notice of Presentation of Nomination papers - Presidential, Parliamentary and Local Government	10 April 2025	10 April 2025	1
8	Collection of Local Government Nomination forms by prospective candidates from District Commissioners and Constituency Returning Officers	10 April 2025	9 May 2025	30
9	Collection of Parliamentary Nomination forms by prospective candidates from District Commissioners and Constituency Returning Officers	10 April 2025	13 June 2025	64
10	Collection of Presidential Nomination forms by prospective candidates from the MEC Head Office	10 April 2025	13 June 2025	64
11	Training of Trainers of ICT Staff on Candidate Nomination Process	12 April 2025	13 April 2025	2
12	Training of EMD Operators on Nomination of Candidates Process	15 April 2025	4 May 2025	20
13	Training of DC/CEOs, DEYS, OCs and CROs at Nomination of Candidates Process at Regional level (4 venues)	21 April 2025	26 April 2025	6
14	Deployment of EMD Operators to councils/constituencies - Nomination of Candidates for Local Government Elections	28 April 2025	30 April 2025	3
15	Pre-examination of Local Government Elections nomination forms in the Constituencies	1 May 2025	4 May 2025	4
16	Presentation of Nomination Papers - Local Government Elections in Constituency Tally Centres	5 May 2025	9 May 2025	5
17	Delivery of Nomination papers for Local Government Elections by CROs to REOs	10 May 2025	11 May 2025	2

No.	Key Activity	Start Date	End Date	Duration
18	Delivery of Nomination papers to HQs by Regional Elections Managers - Local Government Elections	11 May 2025	11 May 2025	1
19	Analysis of Nomination Papers - Local Government Elections	11 May 2025	20 May 2025	10
20	Commission meetings to approve names of nominated candidates - Local Government Elections	16 May 2025	20 May 2025	5
21	Publish names of nominated candidates in the Gazette - Local Government Elections	23 May 2025	23 May 2025	1
22	Deployment of EMD Operators in Constituencies - Nomination of Parliamentary Candidates	5 June 2025	8 June 2025	4
23	Presentation of Nomination Papers - Presidential and Parliamentary	9 June 2025	10 June 2025	2
24	Delivery of Parliamentary Nomination papers by CROs to Regional Elections Managers	11 June 2025	13 June 2025	3
25	Analysis of Nomination Papers - Presidential	14 June 2025	17 June 2025	4
26	Delivery of Parliamentary Nomination papers to HQs by Regional Elections Managers	15 June 2025	15 June 2025	1
27	Analysis of Nomination Papers for Parliamentary Elections	15 June 2025	24 June 2025	10
28	Commission meeting to approve names of nominated candidates for Presidential Election	17 June 2025	17 June 2025	1
29	Publish names of nominated candidates for Presidential Election in the Gazette	18 June 2025	18 June 2025	1
30	Commission meeting to approve names of nominated candidates for Parliamentary Elections	24 June 2025	24 June 2025	1
31	Publish names of nominated Parliamentary Elections candidates in the Gazette	27 June 2025	27 June 2025	1
32	Vetting of ballot paper templates by party/candidates' representatives for Parliamentary and Local Government Elections at Council Level	3 July 2025	8 July 2025	6
Campaign Monitoring Activities				
No.	Key Activity	Start Date	End Date	Duration
1	Gazette notice of Official Campaign Period	14 July 2025	14 July 2025	1

No.	Key Activity	Start Date	End Date	Duration
2	Campaign Monitoring	15 July 2025	14 September 2025	60
3	End of Official Campaign	14 September 2025	14 September 2025	1
Polling				
No.	Key Activity	Start Date	End Date	Duration
1	Compilation of Polling materials specifications	17 October 2022	30 June 2025	974
2	Cleaning of Ballot Boxes	2 May 2024	31 July 2024	90
3	Gazette Notice of taking a poll on Local Government Elections	23 May 2025	23 May 2025	1
4	Delivery of printed Final Voters' Register to Warehouse for packaging	28 May 2025	30 May 2025	3
5	Training of Security Officers (including MDF and Prison Services) on Polling	1 June 2025	30 July 2025	60
6	Distribution of Bulk Polling materials to Regional Warehouses for packaging	1 June 2025	30 August 2025	90
7	Delivery of Final Voters' Register to Regional Warehouses for Packaging	1 June 2025	30 August 2025	90
8	Gazette Notice of taking a poll - Presidential	18 June 2025	18 June 2025	1
9	Gazette Notice of taking a poll - Parliamentary	27 June 2025	27 June 2025	1
10	Training of Trainers for Staff on Polling Process	14 July 2025	18 July 2025	5
11	Training of Trainers for Police Commissioners, Officers in Charge (OCs), and Police Training Officers on Polling Security at Regional Level	14 July 2025	18 July 2025	5
12	Submission of ballot paper templates/artwork to ballot paper printer	21 July 2025	21 July 2025	1
13	Training of Master Trainers on Polling Process	21 July 2025	27 July 2025	7
14	Inspection of Printing & Packaging of ballot papers and results sheets - Outside Malawi	25 July 2025	2 September 2025	38
15	Submission of names of Party/Candidates Representatives to MEC for Polling process	31 July 2025	31 July 2025	1
16	Printing of Ballot Papers	1 August 2025	31 August 2025	31
17	Training of Constituency Stores Assistants	1 August 2025	12 August 2025	12

No.	Key Activity	Start Date	End Date	Duration
18	Training of Presiding Officers and PSOs on Polling Process by Master Trainers in Teachers Development Centres	2 August 2025	31 August 2025	30
19	Orientation and briefing of MEC District and Regional Staff on Packaging of Polling materials	10 August 2025	30 August 2025	21
20	Training of District Returning Officers (DROs), District Desk Officers (DDOs) and MEC District Officers (DOs) on Polling Process	25 August 2025	29 August 2025	5
21	Training of Constituency Returning Officers (CROs) and Constituency Desk Officers (CDOs) on Polling Process by Master Trainers	25 August 2025	29 August 2025	5
22	Distribution of non-sensitive Polling materials to Constituency Tally Centres from Regional Warehouses	1 September 2025	8 September 2025	8
23	Receipt and verification of Polling materials at the Constituency Tally Centres	1 September 2025	8 September 2025	8
24	Receipt of Ballot Papers at Kamuzu International Airport (KIA)	5 September 2025	7 September 2025	3
25	Distribution of ballot papers to Constituency Tally Centres from the Kamuzu International Airport (KIA)	10 September 2025	12 September 2025	3
26	Briefing of Security Personnel by Officers in Charge (OCs) and Police Trainers on Polling Process	13 September 2025	14 September 2025	2
27	Distribution of Polling materials from Constituency Tally Centres to Polling Stations	13 September 2025	14 September 2025	2
28	Commission Meeting to receive an update on distribution of Polling Materials	14 September 2025	15 September 2025	2
29	Opening and Pre-checking of Polling materials including ballot papers at the Centre with the involvement of Stakeholders	15 September 2025	15 September 2025	1
30	Training of Polling Clerks on Polling process by Presiding Officers in polling centres this will be done soon after completion of pre-checking of electoral materials	15 September 2025	15 September 2025	1
31	Polling from 06:00 am to 16:00 pm	16 September 2025	16 September 2025	1
32	Supervision of the Polling Process	16 September 2025	16 September 2025	1

No.	Key Activity	Start Date	End Date	Duration
33	Retrieval of Polling materials from Constituency Tally Centres to MEC Regional and MREC Headquarters Warehouses	16 September 2025	20 September 2025	5
Results Management				
No.	Key Activity	Start Date	End Date	Duration
1	Booking of venue for National Tally Centre	1 May 2024	14 May 2024	14
2	Confirmation of venue for National Tally Centre	1 July 2025	1 July 2025	1
3	Submit the design of results sheets to the printer	16 July 2025	30 July 2025	15
4	Implementation of MEC Wide Area Network) for Polling up to constituency level	21 July 2025	21 July 2025	1
5	Training of ICT Data Capture staff on results management	1 August 2025	15 August 2025	10
6	System Dry Run & External Testing for Results Management System	18 August 2025	30 August 2025	10
7	Deployment of Results Capturing staff to District and Constituency Tally Centres	10 September 2025	12 September 2025	3
8	Set up of National Tally Centre	13 September 2025	14 September 2025	2
9	Set up of Constituency and Districts Tally Centres	13 September 2025	14 September 2025	2
10	Pretesting of Results Management System for District and Constituency Tally Centres	15 September 2025	15 September 2025	1
11	Testing of Results Management System for National Tally Centre	13 September 2025	15 September 2025	3
12	Supervision of Results Capturing processes after Polling at District and Constituency Tally Centres	16 September 2025	18 September 2025	3
13	Results transmission from Constituency and District Tally Centres to National Tally Centre (Electronic and Physical)	16 September 2025	19 September 2025	4
14	Results Processing at National tally Centre	16 September 2025	22 September 2025	7
15	Computation and Verification of results for Presidential Elections	16 September 2025	22 September 2025	7
16	Computation and Verification of results -for Parliamentary Elections	16 September 2025	22 September 2025	7

No.	Key Activity	Start Date	End Date	Duration
17	Computation and Verification of results for Local Government Elections	16 September 2025	22 September 2025	7
18	Determination and Announcement of Results for Presidential Elections	16 September 2025	22 September 2025	7
19	Determination and Announcement of Results for Parliamentary Elections	16 September 2025	22 September 2025	7
20	Determination and Announcement of Results for Local Government Elections	16 September 2025	22 September 2025	7
21	Uploading of the elections results on the Commission Website as soon as determined by the Commission	16 September 2025	22 September 2025	7
22	Proof reading of Presidential Elections results for Gazetting	25 September 2025	25 September 2025	1
23	Proof reading of Parliamentary Elections results for Gazetting	1 October 2025	1 October 2025	1
24	Proof reading of Local Government Elections results for Gazetting	8 October 2025	8 October 2025	1
25	Deposit of Electoral Materials with Parliament	8 October 2025	31 October 2025	24

Electoral Disputes Resolution

No.	Key Activity	Start Date	End Date	Duration
1	Training of Multi Party Liaison Committees in Conflict management in 36 councils	1 May 2025	31 May 2025	31
2	Training of Political party Secretaries Generals and Directors of Elections in Conflict Management	23 May 2025	26 May 2025	4
3	Engagement with Judiciary on Electoral Process	21 August 2023	25 August 2023	5
4	Learning Visits to other EMB on Conflict Management	1 September 2023	30 September 2023	30

No.	Key Activity	Start Date	End Date	Duration
INTERNAL BUSINESS PROCESSES				
Leadership and Corporate Governance				
1	Continuous training and development of Commissioners and permanent staff	1 April 2023	30 August 2025	870
2	Recruitment of temporary warehouse staff	1 September 2023	31 December 2023	121

No.	Key Activity	Start Date	End Date	Duration
3	Training of Warehouse Staff on electoral materials handling	15 January 2023	31 January 2023	17
4	Recruitment of a consultant on systems enhancements	1 April 2023	30 September 2023	180
5	Commissioning of new gensets	1 May 2023	30 May 2023	30
6	Flight advert for recruitment of CCVEAs	1 November 2023	30 November 2023	30
7	Recruitment of Master Trainers	1 March 2024	30 June 2024	120
8	Adverts in the Media to cover the electoral processes	1 March 2024	16 September 2025	556
9	Recruitment of Registration Staff/EMD Operators	1 March 2024	30 June 2024	120
10	Recruitment of EMD Technicians	1 March 2024	30 June 2024	120
11	Meeting with District Election Officers – quarterly	11 March 2024	30 December 2025	650
12	Processing of airtime and commuted allowance – continuous	16 May 2024	30 March 2026	675
13	Recruitment Process of Temporary ICT Staff	1 June 2024	30 July 2024	60
14	Processing of Personal emoluments for temporary staff – continuous	1 June 2024	31 March 2026	661
15	Identification of field staff – Registration Supervisors	1 July 2024	30 July 2024	30
16	Recruitment of Staff for Inspection of Voters' Register	1 January 2025	30 January 2025	30
17	Recruitment of CROs and EMD Operators – Nomination of Candidates	2 February 2025	28 February 2025	27
18	Adverts in the media for the position of Presiding Officers	1 March 2025	15 March 2025	15
19	Adverts in the Media to cover Nomination of Candidates activities	1 March 2025	30 June 2025	120
20	Interviews of Presiding Officers	15 April 2025	4 May 2025	20
21	Recruitment of Polling staff – Clerks	1 June 2025	30 July 2025	60
22	Recruitment of Constituency Stores Assistants	1 June 2025	30 July 2025	60
23	Adverts in the Media to cover Launch and Official Campaign	10 July 2025	14 September 2025	65
24	Recruitment of ICT Data Capture Staff for Results Management in Constituency, Council and National Tally Centres	16 July 2025	30 July 2025	15

No.	Key Activity	Start Date	End Date	Duration
25	Adverts in the Media to cover Polling activities	17 August 2025	16 September 2025	30
Financial Sustainability				
No.	Key Activity	Start Date	End Date	Duration
1	Integrated Finance Management Information System (IFMIS) financial and technical support	10 January 2022	31 December 2025	1432
2	Preparation of 2022/23 Financial Statements	1 April 2022	30 March 2023	360
3	Review of 2025 General Elections Budget	10 October 2022	31 March 2025	892
4	Submission of electoral cycle budgets and ORT budgets to the Ministry of Finance	13 October 2022	28 February 2025	856
5	Preparation of procurement plan for 2025 General Elections and ORT materials	14 January 2022	30 March 2025	857
6	Review of Procurement Plan for 2025 General Elections – annually	14 November 2022	30 March 2025	857
7	Discussions with Ministry of Finance on strategic issues for the electoral cycle budget (2023/24, 2024/25, 2025/26)	5 December 2022	30 March 2025	836
8	Monthly financial reports – continuous	1 January 2023	31 March 2026	1171
9	Quarterly financial reports – continuous	1 January 2023	31 March 2026	1171
10	Training of System Applications and Products (SAP)/IFMIS	9 January 2023	31 July 2023	203
11	Appearance to Parliament Committee on Statutory Bodies to defend annual budgets – annually (February)	6 February 2023	6 February 2025	721
12	IFMIS Training (Internal Audit)	7 March 2023	31 July 2023	145
13	Training on preparation of annual financial statements – (April)	1 April 2023	4 April 2025	724
14	Financial Audits – continuous	1 April 2023	30 December 2025	990
15	Audit of Administrative Policies and Procedures – continuous	1 April 2023	30 December 2025	990
16	Audit of Electoral Operations – continuous	1 April 2023	30 December 2025	990
17	Study visits on payment systems during elections to a selected African country	1 June 2023	30 June 2023	30
18	External Audits – 2023/24	1 July 2023	31 July 2023	31

No.	Key Activity	Start Date	End Date	Duration
19	Supplement district council related utility costs – continuous during election period	1 August 2023	30 October 2025	810
20	Training on Preparation of Annual Financial Statements	1 April 2024	4 April 2024	4
21	Preparation of 2024/25 Financial Statements	1 May 2024	31 March 2025	331
22	External Audits – 2024/25	1 July 2024	31 July 2024	31
23	Transferring of funds from IFMIS to CEOs account for registration staff	15 August 2024	30 August 2024	16
24	Payment of Registration staff	16 September 2024	23 December 2024	98
25	Monitoring of fuel management, cash payments during voter registration	16 September 2024	23 December 2024	98
26	Transferring of funds from IFMIS to CEOs account for verification staff	1 March 2025	5 March 2025	5
27	Remuneration of Voters Roll Inspection Staff	8 March 2025	30 April 2025	53
28	Monitoring of fuel management, cash payments during inspection of voters' register	10 March 2025	10 April 2025	31
29	Transferring of funds from IFMIS to CEOs account for polling staff	1 August 2025	5 August 2025	5
30	Training of Finance staff on polling payments	1 August 2025	15 August 2025	15
31	Payment of Polling Staff for 2025 General Elections	1 September 2025	10 October 2025	40
32	Monitoring of fuel management, cash payments during polling	11 September 2025	26 September 2025	16

Infrastructure, Transport and Equipment

No.	Key Activity	Start Date	End Date	Duration
1	Disposal of assets in use and in warehouses – continuous	2 January 2023	31 March 2025	810
2	Identification of warehouses for storage and packaging of election materials	3 January 2023	31 March 2024	449
3	Development of specifications and procurement of Internal Identity cards production equipment	15 January 2023	30 November 2023	316
4	Procurement of gas cylinder testing kits	21 January 2023	30 June 2023	160
5	Procurement of pilot EMDs	1 April 2023	30 September 2023	180

No.	Key Activity	Start Date	End Date	Duration
6	Motor vehicle maintenance and repair–continuous	1 April 2023	30 August 2025	870
7	Motor vehicle fitness inspection and insurance – continuous	1 April 2023	30 August 2025	870
8	Procurement of office equipment and other supplies	1 April 2023	30 June 2025	810
9	Procurement of ballot boxes, equipment, and non-sensitive materials	1 April 2023	28 February 2024	328
10	Procurement of EMDs and other ICT equipment as well as spare parts and supplies	1 April 2023	31 March 2024	361
11	Procurement of CVE equipment	1 April 2023	30 October 2023	210
12	Procurement of polling materials including ballot papers	1 April 2023	30 August 2025	870
13	Procurement of operations motor vehicles	5 April 2023	31 January 2024	297
14	Procurement of GIS gadgets and applications	15 May 2023	30 August 2023	106
15	Procurement and commissioning of Human Resource Management Systems	1 June 2023	30 October 2023	150
16	Procurement and commissioning of Performance Management System	1 June 2023	30 October 2023	150
17	Procurement and commissioning of warehousing and Stores Management Systems	1 June 2023	30 October 2023	150
18	Procurement and commissioning of Fleet and Fuel Management System	1 June 2023	30 October 2023	150
19	Procurement of voter registration and verification materials (including back packs)	3 June 2023	28 February 2024	266
20	Elections Transport Taskforce Meetings – continuous (registration, inspection, and polling)	8 January 2024	30 October 2025	653
21	Assessment of motor vehicles availability in Councils for voter registration	1 March 2024	30 June 2024	120
22	Servicing of Generators once every 3 months – Continuous	1 April 2024	30 July 2025	480
23	Booking of venue for presentation of presidential nomination papers	1 May 2024	14 May 2024	14
24	Booking of venue for National Tally Centre	1 May 2024	14 May 2024	14
25	Procurement of an Interactive Voice Response Facility (IVR)	1 May 2024	30 August 2024	120

No.	Key Activity	Start Date	End Date	Duration
26	Procurement of production services for informational Video Clip – Voter Registration	1 June 2024	30 August 2024	90
27	Procurement of Broadcasting services of SMS for Voter Registration, Transfers, and Inspection	1 July 2024	30 April 2025	300
28	Procurement of Printers and accessories Nominations and Polling – results management	1 September 2024	28 February 2025	178
29	Development of SMS Facility System and other mobile applications – Inspection and Polling	1 October 2024	30 October 2024	30
30	Procurement of broadcasting services for SMS Facility – Inspection and Polling	1 October 2024	1 April 2025	181
31	Confirmation of venue for presentation of Presidential Nomination Papers	1 December 2024	5 December 2024	5
32	Confirmation of venue for National Tally Centre	1 July 2025	1 July 2025	1
Safety, Security, and Investigation				
No.	Key Activity	Start Date	End Date	Duration
1	Training workshop on risk management	5 December 2022	31 December 2023	387
2	Additional Security Personnel for Head Office	1 May 2024	31 December 2025	601
3	Provision of security for transportation of sensitive materials	5 September 2025	9 September 2025	5
4	Briefing of Security Personnel by OC and Police Trainers on Polling Process	13 September 2025	14 September 2025	2
Natural Disasters, Epidemics and Calamities				
No.	Key Activity	Start Date	End Date	Duration
1	Backing up of the elections system data	16 September 2025	15 October 2025	30

Appendix II: 2025 General Elections Calendar

MALAWI ELECTORAL COMMISSION TENTATIVE STAKEHOLDERS' CALENDAR OF EVENTS 2025 GENERAL ELECTIONS

No.	START DATE	END DATE	TASK / ACTIVITY
1	21/11/2022	30/06/2023	Consultative meetings with Stakeholders on Voter Registration System
2	02/02/2023	31/07/2023	Gazetting of boundaries for Constituencies and Wards for 2025 General Elections
3	08/06/2023	31/12/2023	Sensitization meetings on the Reviewed Constituency and Ward Boundaries and New Voter Registration of Centres for 2025 General Elections
4	20/07/2023	20/07/2023	NECOF Meeting on Constituency and Ward Boundaries and Voter Registration Centres for 2025 General Elections
5	01/08/2023	30/08/2023	Sensitisation Meetings with Stakeholders on Voter Registration System
6	1/08/2023	31/08/2023	Call for Applications for accreditations of Civic and Voter Education Service Providers
7	01/11/2023	30/11/2023	Pilot Voter Registration
8	01/01/2024	29/02/2024	Sensitisation Meetings with Stakeholders on New Electoral Laws
9	28/02/2024	28/02/2024	Press Release on Accredited CVE Service Providers
10	16/05/2024	16/05/2024	Launch of 2025 General Elections
11	16/05/2024	16/05/2024	Press Conference on Launch of 2025 General Elections
12	16/05/2024	16/05/2024	Unveiling of CVE Strategy for 2025 General Elections
13	01/07/2024	01/07/2024	Invitation of International Elections Observers
14	08/07/2024	12/07/2024	Briefing of DEST members on Voter Registration
15	16/07/2024	23/12/2024	Sensitization Meetings with Traditional Leaders and Religious Leaders – Voter Registration
16	26/07/2024	26/07/2024	Gazette Notice of Period for Registration of Voters
17	01/08/2024	30/08/2024	Submission of Names of Party Representatives and Election Observers to MEC for Voter Registration Process
18	01/08/2024	20/12/2024	Distribution of CVE materials for Voter Registration
19	01/08/2024	31/08/2024	Distribution of Media Code of Conduct
20	16/08/2024	16/08/2024	NECOF Meeting on Voter Registration
21	01/09/2024	23/12/2024	Mobilisation Using Loudhailer Vans (Voter Registration)
22	16/09/2024	23/12/2024	Registration of Voters in 6 Phases
23	01/11/2024	01/11/2024	Gazette Notice of Nomination Fees
24	01/11/2024	01/11/2024	Announcement of Nomination Fees
25	01/02/2025	10/04/2025	Sensitization Meetings with Stakeholders on Voters' Register Inspection System
26	03/02/2025	09/02/2025	Voter Transfer Window
27	17/02/2025	17/02/2025	NECOF Meeting on Inspection of Voters' Register
28	10/03/2025	10/04/2025	Inspection of the Interim Voters' Register in 4 Phases
29	14/03/2025	14/03/2025	NECOF Meeting on Nomination of Candidates
30	10/04/2025	10/04/2025	Gazette Notice of Presentation of Nomination papers – Presidential, Parliamentary and Local Government
31	10/04/2025	09/05/2025	Collection of Local Government Nomination forms by prospective candidates from DCs
32	10/04/2025	13/06/2025	Collection of Parliamentary Nomination forms by prospective candidates from DCs

No.	START DATE	END DATE	TASK / ACTIVITY
33	10/04/2025	13/06/2025	Collection of Presidential Nomination forms by prospective candidates from MEC Head Office
34	18/04/2025	18/04/2025	Civic and Voter Education Day for 2025 General Elections
35	24/04/2025	24/04/2025	Press Briefing by the Chairperson on the Coming into Effect of the New Constituency and Ward Boundaries
36	01/05/2025	04/05/2025	Pre-examination of Local Government Elections Nomination forms in the Constituencies
37	05/05/2025	09/05/2025	Presentation of Nomination Papers – Local Government Elections in Constituency Tally Centres
38	23/05/2025	23/05/2025	Publish Names of Nominated Candidates in the Gazette – Local Government Elections
39	23/05/2025	23/05/2025	Gazette Notice of Taking a Poll – Local Government Elections
40	01/06/2025	16/09/2025	Outreach Public Meetings with Traditional and Religious Leaders on Polling
41	01/06/2025	16/09/25	Awareness campaign using village Night Criers for Polling
42	09/06/2025	10/06/2025	Pre-examination of Nomination Papers – Presidential and Parliamentary Elections
43	11/06/2025	13/06/2025	Presentation of Nomination Papers – Presidential and Parliamentary
44	18/06/2025	18/06/2025	Gazette Notice of Taking a Poll – Presidential
45	18/06/2025	18/06/2025	Publish Names of Nominated Candidates in the Gazette – Presidential
46	27/06/2025	27/06/2025	Publish names of Nominated Candidates in the Gazette – Parliamentary
47	27/06/2025	27/06/2025	Gazette Notice of Taking a Poll – Parliamentary
48	03/07/2025	08/07/2025	Vetting of ballot paper templates by Party/Candidates' Representatives – Parliamentary and Local Government Elections in Councils
49	14/07/2025	14/07/2025	Gazette of Official Campaign Period
50	15/07/2025	15/07/2025	Launch of Official Campaign & NECOF Meeting
51	25/07/2025	02/09/2025	Inspection of Printing & Packaging of Ballot Papers and Results Sheets
52	01/08/2025	31/08/2025	Submission of Names of Party/Candidates Representatives to MEC for Polling process
53	01/08/2025	31/08/2025	Printing of Ballot Papers
54	02/08/2025	31/08/2025	Training of Presiding Officers and PSOs on Polling Process in Constituency Tally Centres
55	05/08/2025	05/08/2025	Stakeholders Engagement on Results Management
56	15/08/2025	15/08/2025	NECOF Meeting on State of Preparedness
57	01/09/2025	08/09/2025	Distribution of Non-sensitive Polling Materials to Constituency Tally Centres
58	05/09/2025	07/09/2025	Receipt of Ballot Papers at the Airport – KIA
59	10/09/2025	12/09/2025	Distribution of ballot papers to Constituency Tally Centres from the Airport
60	13/09/2025	14/09/2025	Distribution of Polling Materials to Polling Stations from Constituency Tally Centres
61	14/09/2025	14/09/2025	End of Official Campaign (at 06:00 hours)
62	15/09/2025	15/09/2025	Opening and Pre-checking of Polling materials including ballot papers at the Centre – Stakeholders to be involved (09:00 am – 11:00 am)
63	15/09/2025	15/09/2025	Training of Polling Clerks on Polling Process by Presiding officers in Polling Centres
64	16/09/2025	16/09/2025	Polling – 06:00 AM to 16:00 PM
65	16/09/2025	19/09/2025	Results Transmission from Constituency and District Tally Centres to National Tally Centre

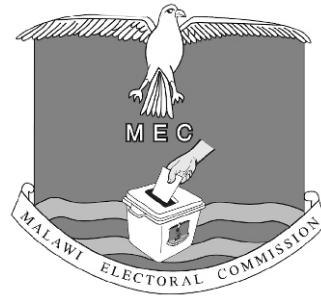
No.	START DATE	END DATE	TASK / ACTIVITY
66	16/09/2025	22/09/2025	Computation and Verification of results – Presidential Elections
67	16/09/2025	22/09/2025	Computation and Verification of results – Parliamentary Elections
68	16/09/2025	22/09/2025	Computation and Verification of results – Local Government Elections
69	17/09/2025	24/09/2025	Determination and Announcement of Results – Presidential Elections
70	17/09/2025	30/09/2025	Determination and Announcement of Results – Parliamentary Elections
71	17/09/2025	07/10/2025	Determination and Announcement of Results – Local Government Elections
72	08/10/2025	31/10/2025	Deposit of Electoral Materials with Parliament
73	01/11/2025	10/11/2025	CVE Postmortem Meetings with Stakeholders
74	12/11/2025	11/12/2025	Post-mortem of the Elections with DEST Members, CSOs, DEC's, CROs, and MPLC Members
75	09/01/2026	09/01/2026	NECOF Meeting on Postmortem

Appendix III: Stakeholder Mapping

No.	Stakeholder	Stakeholder Role	Role of the Commission
1	Commissioners	Provide policy guidance and strategic oversight. Take a lead in resource mobilisation and establishment of partnership with development partners. Foster interface with the government and political leaders on SP implementation. Monitor and evaluate performance of the secretariat in SP implementation.	a) Registration of Voters: The Commission registers all eligible voters in the country. b) Provision of Electoral Materials c) To organize and conduct credible, free, and fair elections in a country. d) The commission divides the country into constituencies and wards for easy conduct of elections. e) Appoint electoral officers and organize training for staff. f) Conduct polling, counting of votes and determination of results. g) Provide civic and voter education to electorate. h) Conduct nomination of Candidates. i) Providing security during electoral process.
2	The Executive	a) Provide adequate and timely budgetary resources for SP implementation and financial sustainability. b) Enforce accountability of budgetary resources by MEC. c) Providing technical, human, and material support necessary for the SP implementation. d) Share the national registration database. e) Provide human, infrastructure, and material resources for electoral processes i.e., motor vehicles.	a) Submission of elections activities reports
3	Judiciary	a) Safeguard the independence of MEC through interpretation of the laws. b) Electoral Dispute Resolution c) Providing leadership to the institution through recommending names of candidates to assume the role of Chairman of MEC	▪ Provide information about any violation of the electoral laws.
4	Voters	a) Participation in the electoral processes through registration, candidate nomination, voter education and campaign patronage, voting, nominating candidate and as candidates themselves.	a) Ensure elections are free, fair and credible. b) Provide information regularly. c) Provide Civic and voter education. d) Provide adequate materials for electoral processes.

No.	Stakeholder	Stakeholder Role	Role of the Commission
5	Legislature	a) Support law reforms that support the SP implementation. b) Ensure that MEC is independent of external influence. c) Ensure that sufficient resources are appropriated to MEC.	a) Respond to queries from the Parliament. b) Submit electoral law reform proposals. c) Surrender polling materials
6	Civil Society Organisations	a) Provide support and collaboration in implementation of electoral activities. b) Mobilise constituents to participate in electoral activities. c) Facilitate levelling of the playing field	a) Provide timely accreditation of CSOs. b) Provide CVE materials and information. c) Provide strategic guidance on CVE.
7	Academia	a) Provide support through research and training opportunities.	a) Provide information for academic projects. b) Engage the academia on research and evaluation.
8	Development Partners – bilateral and multilateral	a) Provide technical, materials and financial support to the Strategic Plan. b) Support capacity building programmes - exchange programmes, study tours and electoral observation missions.	a) Write and submit proposals and concept notes. b) Provide information. c) Submit reports on funded programmes (programme and financial).
9	Other EMBs and international institutions	a) Share resources. b) Capacity building – exchange programmes, study tours and electoral observation missions. Set standards and benchmarks for electoral processes in Malawi based on international best practices.	a) Participate in activities of fellow EMBs. b) Peer learning c) Election observation d) Provide technical support
10	Political Parties	a) Field candidates in elections. b) Mobilise supporters to participate in elections. c) Provide support in the implementation of the electoral activities. Nominate candidates for appointment as Commissioners.	a) Conduct credible elections. b) Level the playing field c) Ensure transparency in all electoral processes. d) Provide information regularly. e) Enforce internal code of conduct.
11	Private Sector	a) Supply goods and services as required. b) Information dissemination Legal services	a) Provide business opportunity. b) Create conducive environment for business through conducting free and fair elections. c) Create employment.
12	Media	a) Cover elections in a balanced manner b) Provide information to the public on electoral activities	a) Provide information through regular updates on electoral process b) Establish strategic collaborations

No.	Stakeholder	Stakeholder Role	Role of the Commission
		c) Abide by media code of conduct in their reporting	
13	Security agencies (Police, MDF, Prison, Immigration)	a) Provide security at all stages of electoral process b) Provide security for Commission's assets, staff and materials c) Enforce the law when there are malpractices d) Set a conducive environment for participation of prisoners	a) Provide payments and logistical support for personnel b) Provide information where malpractices are identified c) Solicit guidance on security matters



MALAWI ELECTORAL COMMISSION

VISION STATEMENT

A professional and trusted electoral management body that delivers credible elections in Malawi.

MISSION STATEMENT

To deliver credible elections according to the laws of Malawi to entrench democratic values by implementing MEC's activities in a free, fair, transparent, cost-effective and inclusive manner.



YOUR VOTE YOUR RIGHT YOUR CHOICE



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